

Job Summary:

Under the direction of the Director of Internal Business, performs complex budgetary and fiscal analysis duties; prepares and maintains accurate financial and statistical records and reports; provides guidance and assistance to program staff in the development and monitoring of program budgets.

Essential Job Functions:

- Monitors/approves documents, i.e. budgets, purchase orders, request for warrant, new hire, overtime.
- Reports financial data.
- Audits district budgets, warrants, APY and general ledger activity.
- Inputs budgets, inventory, and journal entries.
- Advises other staff, program managers, and district staff.
- Maintains program budget and document files.
- Reconciles financial and budgetary data.
- Prepares expenditures and revenue projections.
- Assists Business Services Technicians and other staff in the completion of their duties.
- Assists in preparing presentations.
- Performs financial activities such as accounts receivable, accounts payable, attendance and reconciliations.
- Performs other duties as necessary.

Experience Required:

- 2 years accounting and budgeting experience

Education Required:

- Education equivalent to AA with course work in accounting. Two years of additional work experience may substitute for degree.

Skills, Knowledge and/or Abilities:

- Knowledge of:
 - budgeting procedures and techniques.
 - financial analysis and projection methods.
 - governmental accounting principles.
 - financial record management and reporting systems.
 - PC spreadsheet and word processing applications.
 - correct English usage, grammar, spelling punctuation and vocabulary.
- Skills to:
 - use a 10-key calculator, computer, and software including Microsoft Excel, Word, and PowerPoint.
 - use computers to create and update data, retrieve financial data, store and retrieve documents and other basic word processing and financial applications.
 - manage records.
- Abilities to:
 - interpret and apply federal, state, and local policies, procedures, laws and regulations.
 - demonstrate effective interpersonal and communicative skills, both verbal and written, with coworkers and program/district staff.
 - establish and maintain cooperative working relationships with coworkers and program/district staff.
 - plan, organize and prioritize scheduled work and reports to meet deadlines.

FLSA Status: Non-Exempt

December 2018

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.