

# Logan County

## Job Description



<b>Title:</b>	Finance Coordinator	<b>Grade:</b>	13
<b>Department:</b>	Extension Office	<b>Effective Date:</b>	06/07
<b>Division:</b>	Administration	<b>Last Revised:</b>	8/25/20

### GENERAL PURPOSE

Performs a variety of **general accounting and bookkeeping duties** as needed to expedite financial management and recordkeeping of the functions, operations and fiscal transactions of the Logan County CSU Extension Office.

### SUPERVISION RECEIVED

Works under the general supervision of the County CSU Director.

### SUPERVISION EXERCISED

May supervise temporary office personnel as needed to accommodate seasonal requirements of the office and Logan County Fair.

### ESSENTIAL FUNCTIONS

Performs a variety of duties related to accounts payable and receivable; processes county vouchers; maintains ongoing accounting record of office expenditures and financial obligations; reviews claims, assigns vendor numbers; reviews claims to verify payment authorization according to proper signatures; assures proper allocation of expenditure according to fund accounts and codes; prepares and writes checks; enters transactions in the computer as needed to update and maintain account ledgers; generates edit reports to show accounts payable; receives and receipts payments and prepares bank deposits.

Performs monthly accounting and bookkeeping duties for multiple accounts; receives and reconciles monthly bank statements; ensures accounts balance, resolves discrepancies; receives time sheets and prepares summary sheet for approval by CSU Director so payroll can be given to HR department; receives and documents agent expense reports; monitors monthly expenditures for budget compliance and impact; monitors accounts receivable for outstanding balances.

Performs various quarterly duties; prepares tax deposits; documents copy machine usage; prepares management reports for agents identifying fund usage and balances; prepares billings for draws against CSU grant funds and helps run billings through the CSU Quali System.

Performs a variety of fiscal management and tracking duties according to annual calendar of events and activities; calculates year end taxes and prepares documents; reconciles year-end status on various bank accounts; updates various records and files; assists to set up annual budget; prepares record of county inventory; organizes fiscal details as needed to annual audit.

Performs various clerical and administrative support duties that include answering phones, helping walk-in community members and assisting to prepare for and conduct annual events, i.e., county fair, tracks various event and program results, statistics and logistics; prepares tax forms for livestock sales; documents donor activity; processes awards, etc.

Assists in preparing for board meetings; prepares meeting packets containing expense records, contracts, service bids, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or GED; plus, one (1) year of specialized training in bookkeeping, accounting or general business.

AND

B. Two (2) years of related experience providing exposure to a variety of accounting and bookkeeping duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** general accounting standards and ethics; generally accepted accounting principles established by AICPA and GASB; laws and regulations pertaining to tax reporting, understanding of QuickBooks, office machines and filing systems; budgetary principles; complex bookkeeping and accounting techniques most appropriate to government accounting systems; interrelationships of all county departments; basic filing systems, alpha and numeric; standard office practices and procedures related to filing and record keeping; personal computer operations and various data and word processing applications. **Working knowledge of** laws and regulations governing county accounting responsibilities; interpersonal communication.

**Ability to** analyze a variety of financial problems and make recommendations; apply generally accepted accounting principles in financial reporting; work quickly and accurately with figures; perform advanced mathematical and theoretical computations; work under time pressures in meeting deadlines; communicate effectively, verbally as well as in writing; develop and maintain effective working relationships with elected officials, professionals, the public and fellow employees; operate a variety of types of standard office equipment and machines such as 10 key calculator, personal computer.

3. Special Qualifications:

Valid Colorado State Driver's License.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and occasional lifting of 20 lbs. or more. Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_