



<b>WORKING TITLE:</b> ASSISTANT FINANCIAL SERVICES MANAGER	<b>CLASSIFICATION:</b> ASSISTANT FINANCIAL SERVICES MANAGER
<b>DEPARTMENT:</b> ADMINISTRATION	<b>DIVISION:</b> FISCAL SERVICES
<b>PAY RANGE:</b> NBYCM 26	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> DECEMBER 2022

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Assists Finance Manager with all accounting and financial functions. Identifies problem areas and provides recommended solutions, monitors grant requirements, works with auditors, and state and federal granting agencies. Coordinates accounts for employee benefit programs.

***SUPERVISION RECEIVED:***

Works under general direction of the Finance Manager.

***SUPERVISION EXERCISED:***

Provides supervision, direction, and training to accounting staff. May provide supervision to interns and volunteers.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Prepares and analyzes periodic county financial statements and reports.
- Oversees day-to-day accounting and payroll functions including preparation of journal entries and review of transactions prepared by staff.
- Monitors fiscal compliance with federal and state grant requirements.
- Works to improve the efficiency and effectiveness of the Finance Office.
- Reviews County accounting procedures making recommendations for changes as needed.
- Performs internal financial reviews as necessary.
- Works with the Finance manager to develop goals and objectives for the Finance Office; provides oversight of staff in the progress of these goals.
- Identifies and reports problem areas in county fiscal condition; recommends solutions.
- Uses computerized accounting software, and/or other applications to prepare special financial reports as needed. Makes data processing system recommendations and serves as a member of the computer operations board.
- Serves as acting Finance Manager in absence of the Finance Manager.
- Performs other administrative responsibilities as required.

## **JOB SPECIFICATION**

### **KNOWLEDGE OF:**

- Principles and practices of fund accounting.
- Accounting and reporting principles and procedures related to employee benefits programs.
- Confidentiality rules related to fiscal services.
- State and federal regulations related to fiscal services, inclusive of payroll.

### **SKILL IN:**

- Working with automated financial systems.
- Working with microcomputers.
- Communicating accounting practices and procedures to lay persons.
- Supervising accounting staff.
- Adapting to, and communicating change.
- Establishing a working relationship with elected and appointed officials.

### **ABILITY TO:**

- Work with automated financial systems and other software applications including Microsoft applications.
- Communicate accounting practices and procedures to non-financial audience.
- Troubleshoot operational issues as they arise; institute necessary action to resolve the issues.
- Supervise accounting staff and work with elected and appointed officials.
- Work with other administrative responsibilities.
- Attend work as scheduled and/or required.

### **MINIMUM EXPERIENCE AND TRAINING:**

Bachelor's degree from an accredited school in accounting, business, or public administration AND five years responsible accounting or financial management experience, two years of which must be with a public sector agency, or any satisfactory combination of experience and training.

### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves possible travel to meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*