



POSITION CLASSIFICATION DESCRIPTION

JOB TITLE: Finance Officer
REPORTS TO: County Administrator
FLSA STATUS: Non-Exempt
DEPARTMENT: Administration
DIVISION: Office
LOCATION: 109 West Main, Room 260
PREPARED BY/DATE: Shak Powers 1/20/2022
APPROVED BY/DATE: Shak Powers 1/20/2022

SUMMARY: The Finance Officer is responsible for maintaining financial, accounting, and administrative services in order to meet legislative requirements and support local government operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned. It is the intention to cross train this position with the Human Resource Assistant.

1. Administers and monitors the financial system in order to ensure that the county finances are maintained in an accurate and timely manner
Main Activities
 - Assist with preparation of the budget
 - Processes supplier invoices
 - Ensure security of all credit cards by verifying charges
 - Ensure transactions are properly recorded and entered into the accounting system
 - Assist with the annual audit
 - Maintain financial files and records
 - Record Accounts receivable

2. Maintain the accounts payable system in order to ensure complete and accurate records of all moneys
Main Activities
 - Ensure the safeguarding of all funds
 - Verify that transactions comply with financial policies and procedures
 - Code, authorize and prepare invoices
 - Date enter invoices for payment
 - Issue checks for all accounts due
 - Prepare manual checks as and when required
 - Reconcile accounts payable
 - Print and distribute monthly financial reports

3. Complete payroll functions in order to ensure employees are paid in an accurate and timely manner
Main Activities
 - Verify timesheets and hours worked
 - Calculate employee salaries, deductions and contributions
 - Enter payroll information into accounting system
 - Calculate miscellaneous deductions
 - Process payroll direct deposit

- Update and balance leave time
 - Prepare, review and file payroll summaries, journals and reports
 - Issue records of employment
 - Prepare and remit source deductions and payroll tax
 - Organize the compensation, pay and benefits when positions are transferred or new positions are created
4. Provide efficient and effective office management and support
- Main activities
- Greet and assist public
 - Answer incoming calls and assist or direct accordingly
 - Manage the filing, storage and security of documents

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations.

Project Management - Completes projects on time and budget.

Technical Skills - Pursues training and development opportunities.

Customer Service - Responds promptly to customer needs.

Interpersonal - Focuses on solving conflict, not blaming; Maintains confidentiality.

Team Work - Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; Presents numerical data effectively.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness. Completes administrative tasks correctly and on time. Manages competing demands.

Cost Consciousness - Works within approved budget.

Innovation - Develops innovative approaches and ideas.

Planning/Organizing - Uses time efficiently.

Safety and Security - Observes safety and security procedures

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: Associate's degree (A. A.) or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE ABILITY: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATH ABILITY: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Accounting software; Payroll systems; Internet software and Project Management software.

CERTIFICATES AND LICENSES: Associate Degree or equivalent of two years accounting/office experience.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS: The physical demands described here 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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.

Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have received the Finance Officer job description dated 01/20/2022. I understand that I am to become familiar with its contents.

Signature of Employee

Name of Employee

Date