

# Finance Assistant



## Position Description

**Status**

Part-Time, Nonexempt

**Reports to**

Finance Manager

**Compensation**

A13

**Supervises**

None

**Bargaining Unit**

Non-bargaining

**Position Category**

Generalist

**Summary**

This position acts as a participating member of the Administrative Services Team with a key focus in the area of Accounts Payable.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Receives, audits, and date stamps invoices for payment of county bills. Verifies that invoices have not already been paid and assigns dates for payment.
2. Audits invoices for payment by checking the accuracy and propriety of all vouchers and verifying that they have been approved by authorized personnel and have adequate support documentation.
3. Regularly inputs information from vouchers to the computer and runs updates to the general ledger.
4. Balances weekly check runs. Prints and prepares checks.
5. Balances statements and files all pertinent information for vendor accounts. Provides information to vendors and department heads as requested.
6. Responds to telephone inquiries from county vendors, county employees, and outside vendors regarding invoices, pricing, and vouchers.
7. Runs a variety of financial reports such as expenditure reports, cooperative reimbursement reports, audit control reports, and special reports for departments as needed.
8. Prepares 1099 forms for vendors and maintains master vendor list.
9. Performs other financial activities including preparing spreadsheets and reports as directed.
10. Performs other administrative functions and projects as assigned.

## Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## Supervisory Responsibility

This position does not have direct supervisory responsibilities.

## Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## 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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## Travel

Travel is not required to perform necessary job duties.

## Required Education and Experience

1. High School Graduation or equivalent (G.E.D.).
2. One (1) year of specialized or technical training beyond high school in accounting such as in an office setting or bank setting.
3. One (1) year of experience in accounting field.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_