

Finance Specialist



Position Description

Status

Regular Full-Time, Regular Part Time,
Non-exempt

Compensation

B23

Bargaining Unit

Non-bargaining

Reports to

Finance Manager

Supervises

None

Position Category

Specialist

Summary

This position provides accounting and grant support to all County service areas. Responsible for oversight and coordination of grants programs, assists with annual audit and budget processes, reconcile accounts, monitors budgets and contract files, analyzes revenues and expenditures for departments, and prepares journal entries. This position will be cross trained with other team members to achieve financial stability within the organization.

Essential Functions

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

1. Collaborates with stakeholders to submit applications and reports to varied grant sources, reviews grant program budgets and/or contracts, and is responsible for meeting reporting deadlines and managing processes.
2. Provides assistance and reviews documents and records connected with grant-funded programs to ensure compliance with grant requirements. Maintains master files on grants.
3. Prepares and/or reviews reimbursement requests for appropriateness and to ensure the County is in compliance with administrative and financial policies and procedures as well as sound business practices.
4. Prepares a variety of financial statements and status/compliance reports in accordance with generally accepted accounting principles and in conformance to departmental, grant, federal, state, and county standards.
5. Analyzes financial information to ensure output objectives are achieved. Analyzes revenues and expenditures for conformance to the budget and assesses the impact of budget variances. Prepares budget adjustments when necessary.
6. Reviews, evaluates, and assist department accounting activities including financial analysis, budgeting, receipting, payroll, and expenditure processing.

7. Projects annual revenue requirements and expenditures for departmental programs to establish and submit program budgets.
8. Sets priorities for accounts payable and accounts receivable cycle. Provides guidance to department support for accounting practices and general accepted accounting principles.
9. Reconciles accounts, including reviewing financial ledgers for errors or misstatements, and preparing and entering journal entries.
10. Coordinates financial reporting with county auditors and state agencies.
11. Ensures that procedures and manuals are documented and updated as necessary.

Competencies

Competencies 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 required to access County buildings and other locations for training purposes.

Required Education and Experience

1. Bachelor's Degree in Accounting, Finance, or Business Administration preferred. Experience in Accounting may be considered in lieu of a degree.
2. Two (2) years of accounting with governmental fund accounting, grants, budgeting, and financial systems experience is preferred.
3. Experience using a personal computer and spreadsheet software.

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 _____