



JOB DESCRIPTION

Job Title: FINANCE ASSISTANT

FLSA: Non-Exempt

Reports to: Finance & Local Systems Administrator

Union Affiliated: No

Summary

The position of Finance Assistant is currently a full-time position. The employee will report to, be accountable to, and assist the Finance & Local Systems Administrator. In summary, the duty of the Finance Assistant is to provide support as needed so that the financial and technical needs of the Cowlitz-Wahkiakum Council of Governments are met in a consistent, accurate and timely manner.

Typical Duties

- ◆ Prepare monthly vouchers for payment in accordance with the OMB circular A-87 and any other applicable State and Federal governance. This includes receiving, auditing, code assignment, computer entry, and submission to the County Auditor.
- ◆ Prepare monthly invoices and track financial adherence of all contracts and special service agreements entered into by the Council of Governments.
- ◆ Prepare deposits and monthly revenue balance sheets as stipulated by the Council of Governments Financial Policy.
- ◆ Maintain the Council of Governments Advance Travel and Petty Cash Funds.
- ◆ Maintain accurate and consistent manual and electronic ledgers.
- ◆ Maintain inventory of Council of Governments subscriptions, memberships and equipment.
- ◆ Provide assistance in maintaining office, computer and communications equipment.
- ◆ Monitor block grant compliance as assigned.
- ◆ Filing.
- ◆ Other duties as assigned.

Knowledge, Skills and Abilities

- ◆ Ability to work independently, using good judgment and problem solving skills to make decisions within established guidelines.
- ◆ Ability to pay attention to numerous levels of detail providing a high degree of accuracy.
- ◆ Ability to plan, organize and follow-through on work.
- ◆ Ability to adhere to deadlines.
- ◆ Ability to work under pressure.
- ◆ Must possess mathematical ability and perform calculations rapidly and accurately.
- ◆ Ability to operate a ten-key calculator by touch and a personal computer.
- ◆ Ability to take and implement supervisory instruction.
- ◆ Knowledge of the State of Washington Budget, Accounting and Reporting System (BARS) preferred.

Working Conditions

- ◆ Work is performed in a small, open cubicle office environment.
- ◆ Working hours are 37.5 hours per week
- ◆ Office hours are 8:30 AM to 5:00 PM, Monday through Friday.

Requirements

- ◆ Graduation from an accredited high school or equivalent supplemental degree via college level courses.
- ◆ Accredited course work in bookkeeping and accounting required
- ◆ 1-2 years experience in a similar field preferred
- ◆ Must be able to operate a ten-key calculator by touch and a personal computer.
- ◆ Must possess a proficiency of Microsoft Access, Excel, Word, Outlook.
- ◆ Must be available for training sessions if applicable to job related tasks.
- ◆ Must be bondable.
- ◆ Must possess a valid driver's license.