

UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION

POSITION: Assistant Finance Manager
CLASSIFICATION: Grade 17
REPORTS TO: Finance Department Head

Works under the general direction of the Finance Department Head to proactively assist with management of the financial affairs of the Commission. Perform accounting and related work functions as required.

DUTIES:

- Responsible for preparation of accounts payable vouchers for semi-monthly disbursement of all Commission programs; coding and posting data to general ledger accounts;
- Responsible for preparation of agency's semi-monthly payroll to include quarterly and annual electronic payroll tax filings to federal/state authorities and maintaining payroll ledgers; prepares and reconciles W-2 to payroll returns; prepares 1099 forms as directed.
- Assist with the preparation of timesheet distribution percentages, inputting data into monthly cost allocation plans; preparation of leave additive worksheets and payroll cost distribution reports; posting of expenses to sub-ledgers.
- Assist with preparation of monthly cost allocation, grant standing sheet and postings as assigned;
- Maintain employee leave records.
- Assist with accounts receivable including preparation of monthly/quarterly invoices; depositing of receipts and posting of payments to general ledger accounts, as assigned.
- Perform financial functions for UERPC Housing Inc. and Northeast Iowa Regional Housing Trust Fund including monitoring and processing payments, maintaining amortization schedules; recording deposits, fiscal reporting and draw requests as assigned.
- Preparation of federal and state grant reimbursement requests/draws, as directed; data entry and financial grant management as needed for recordkeeping purposes; preparation of supporting documents for grant requests as directed.
- Assist with program coordination including routine financial reports, program management reports and internal controls as directed by the Finance Manager.
- Assist with technical services and the procurement/purchase process specific to Commission programs.
- Assist with year-end audit document preparation as directed.
- Perform payment records and maintain amortization schedules for revolving loan funds.
- Responsible for maintaining general office supplies and assist with equipment inventory as directed for Commission.
- Assist with accounting functions related to Fiscal Agent contracts as directed.
- Periodically attend training sessions to improve effectiveness as a staff member of UERPC.
- Routine correspondence and filing as required.
- Other duties as assigned by the Finance Department Head.

QUALIFICATIONS:

- Bachelor's Degree in Accounting or an Associate's Degree in Accounting or an equivalent combination of which the education and experience are interchangeable at the rate of two years of education to one year of experience.
- Knowledge of generally accepted accounting principles, government accounting preferred.
- Ability to demonstrate good interpersonal and active listening skills.
- Possess and utilize written skills with demonstrated grammar and professionalism in business correspondence and reports to file.
- Ability to organize work, determine priorities and meet deadlines.
- Ability to work harmoniously with co-employees including managers and interact with the general public in a tactful and courteous manner.
- Proficient with Microsoft Office Products (Word, Excel, Outlook)
- Ability to be a good spokesperson on behalf of the Commission.
- Ability to maintain a valid driver's license.
- Minimum travel required.

Work Environment:

The Assistant Finance Manager operates in a professional office environment with a moderate noise level.

Physical Demands:

This position is largely a sedentary role; however, routine use of standard office equipment such as computers, phones, photocopiers, calculators, filing cabinets and fax machines is required. While performing the duties of this job, the employee is regularly required to talk and hear, and occasionally operate a motor vehicle. The employee is routinely required to stand, sit, use hands to finger, spend time making repetitive motions, handle or feel, reach with arms and hands, and lift up to 10 pounds. Requires close visual acuity to prepare and analyze data and figures, viewing a computer, and reading.

Travel:

This position requires travel to agency offices, meetings, and to perform business such as banking, post office, etc. Moderate overnight travel is required.

Date Revised: July 2020

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job; the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor later my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Immediate Supervisor

Date

Upper Explorerland Regional Planning Commission (UERPC) is an Equal Employment Opportunity Employer. In compliance with the American Disabilities Act, UERPC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.