

**FISCAL OFFICER
AUGUST 2008**

Classification: Exempt

Nature of Work

Under the supervision of the executive director, The Fiscal Officer is responsible for the accounting, purchasing, and fiscal management functions of Pioneer Trails Regional Planning Commission and Region F Solid Waste District.

Responsibilities performed on a daily and/or weekly basis include:

- Financial administration of programs related to agency operations;
- Supervision of:
 - Fiscal compliance with program requirements;
 - Preparation of ledgers, accounts, and financial statements for both the commission and district;
 - Preparation of payrolls and bills remittance;
 - Personnel functions including maintenance of applicant files, current personnel files, employee group insurance, and other employee benefits;
- Analysis, track, and report to /for the commission, related programs;
- Coordinates of all purchases;
- Implement and maintain the fiscal computerization system for both boards;

Responsibilities performed once or twice per month, include:

- Financial reporting to the executive director, commission/district and funding agencies;
- Create and monitor fiscal management and internal control systems as noted by internal annual audits;

Responsibilities performed quarterly or semi-annually, include:

- Prepare quarterly reports for various grants and program reports;
- Prepare budgets for all organizations;
- Maintain the Accounting Procedures Manual noting segregation of duties, Internal Control Structure;
- Maintain and develop a Fixed Asset Inventory;

Responsibilities performed annually, include:

- Prepare internal audits and assist with annual C.P.A. audits of both the commission and district;
- Perform other duties as assigned;
- Develop and maintain an Employee Manual containing the Conflict of Interest Policy;

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Pioneer Trails Regional Planning Commission are expected to perform tasks as assigned by executive director.

Qualifications

A bachelor's degree from an accredited college or university with a major emphasis in accounting, finance, business administration or related fields is preferred. Four years of relevant experience is required. Two years of relevant experience may be substituted for each year of required education. Applicant must possess strong writing skills, an eye for detail, an ability to plan and coordinate a strong interest in environmental issues, an ability to work well with people and excellent communication skills. Applicant must be self-motivated, knowledgeable about environmental issues, have a working knowledge of the Pioneer Trails Region and able to work independently. Proficiency in Microsoft Office product line is required. Must possess the ability to work well with co-workers, commissioners and the desire to work in a team atmosphere. Must possess a valid driver's license.

Physical Requirements

Constant use of hands and arms to computerize financial data is necessary. Must be able to sit long periods of time. Must be able to lift boxes and displays weighing approximately 15-20 pounds. Must be able to kneel to go through files in lower level cabinets.