

JOB DESCRIPTION TELLER COUNTY

Job Title: Finance Support Assistant **Classification:** Non-Exempt
Department: Finance **Range:** 16
Reports to: Accounting Supervisor **Job Status:** Part Time

SUMMARY OF JOB RESPONSIBILITIES:

The Finance Support Assistant performs various financial support functions for the County Finance Office as necessary for the operations of County Finance and Budgeting, in accordance with County policy, Generally Accepted Accounting Principles, Federal and State law and rules of Governmental Fund Accounting.

FUNCTIONS/TASKS: (All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position will receive full consideration toward it.)

ESSENTIAL FUNCTIONS:

- (1) Support all regular departmental processing.
- (2) Perform bank reconciliations and correcting journal entries
- (3) Prepare spreadsheets, journal entries, reports; research and distribute financial information as required by Federal, State and other entities.
- (4) Develop, update and perform requirements of departmental records retention/paperless, document management system policies and procedures in compliance with State requirements and approval; train users as required.
- (5) Prepare, bind and distribute Financial Statement, Budget documents and supplemental information as required by County, Federal and State policy, granting agencies and contractual requirements.
- (6) Maintain departmental files as needed
- (7) Research and purchase departmental supplies and services in accordance with departmental budget.

OTHER FUNCTIONS/TASKS:

- (8) Perform departmental scheduling and mail functions.
- (9) Assist in various other financial tasks and functions as needed
- (10) Perform similar duties as assigned.

Finance Support Assistant – (continued)

MINIMUM REQUIREMENTS: (The following requirements are necessary to reasonably ensure the County that the individual selected for this position will be able to perform the essential functions/tasks of the position.)

- (1) Skills/Knowledge:
General knowledge of accounting and document management principles, procedures and techniques.
Working knowledge of computer accounting operations, spreadsheets and various computer software.
Knowledge of and ability to operate computers, calculators and other office equipment.
Attention to detail, neatness and accuracy.
Ability to work independently and schedule effectively
Effective written and verbal communication skills.
Ability to maintain work relationships and work effectively with other agencies, co-workers and the public.
Must be flexible in a constantly fluctuating work environment.
- (2) Experience/Education: High school diploma or GED with a minimum of one (1) year office and bookkeeping experience.
- (3) Visual Acuity/Hearing/Speaking: Must be able to communicate verbally and in writing; ability to see and read documents, manuals and characters on a computer screen.
- (4) Physical Effort/Dexterity: Ability to perform sedentary work and to lift and carry 50 pounds; ability to use a typing keyboard; ability to stand, walk, sit and climb; ability to work at a computer for long periods of time.
- (5) Environmental Factors: Most work is performed in an office setting.
- (6) Work Schedule/Characteristics: 28 hours per week, with some extra hours necessary at peak times.
- (7) Special Requirements: Possession of valid Colorado Drivers license.