

JOB DESCRIPTION

JOB TITLE: FINANCE COORDINATOR
REPORTS TO: LCAT DIRECTOR
DEPARTMENT: LCAT

ORIGIN DATE: AUGUST 2018
REVISION DATE:
DEPT NO. 61

- I. JOB SUMMARY: This is a full-time non-exempt position and is responsible for performing the majority of finance and accounting tasks for the department, as well as preparation of proposals and grant applications. The Finance Coordinator is charged with the overall responsibility for the effective and timely administration of financial affairs in the LCAT office and for the performance of responsible professional and administrative work in researching, identifying, developing, and responding to appropriate grant opportunities. The Finance Coordinator regularly exercises independent judgment, must often refine existing work methods and develop new techniques, concepts or programs to improve department processes, procedures and services. This position may be required to consider new strategies and/or action and may be required to deviate from standard operating procedures. This position requires a degree of confidentiality.

The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.

II. PRIMARY DUTIES:

- A. Assists in budget preparation.
- B. Posts and balances financial entities for the department and all related and requested reports.
- C. Monitors funds to ensure budgetary compliance.
- D. Prepares and processes journal entries, and/or places request to Accounting Manager or Director of Finance to correct journal entries.
- E. Coordinates with Finance and Accounting to complete credit applications and direct billing authorizations, etc. for department.
- F. Maintains LCAT / KDOT grant balance and reporting requirements.
- G. Obtains knowledge on applying for, compiling, and maintaining department-operated grants.
- H. Distributes and balances petty cash.
- I. Maintains financial computer files for the department and publishes required quarterly reports.
- J. Reviews and maintains department contracts and MOU's.
- K. Coordinates the Issuance of 1099's to vendors and submits the same to Accounting Manager.
- L. Generates proposals and supporting documents in response to solicitations.
- M. Generates revenues for client programs and services through timely submission of well-researched, well-written and well-documented grant/fund-raising proposals.
- N. If required, supervise other consultants hired by clients for specific writing purposes.
- O. Maintains and implements funding calendar activities, including cultivation activities.
- P. Writes reports to government, corporate, foundations and other funders.
- Q. Acts as liaison with program staff (if needed).
- R. Identifies funding opportunities and new program areas to match client's priorities, using research tools.
- S. Serves as a liaison to all funding agencies or organizations (if needed).
- T. Engages with program officers at organizations to solicit invitations to submit proposals.
- U. Maintains a positive work atmosphere by acting and communicating in a manner that is customer focused with the general public, clients, co-workers and management.
- V. Verifying the accuracy of invoices and other accounting documents or records

- W. Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). Enters data into computer system using PC-based accounting software.
- X. Compile data and prepare a variety of reports.
- Y. Reconciles records with internal company employees and management, or external vendors or customers.
- Z. Recommends actions to resolve discrepancies.
- AA. Investigates questionable data.

III. INTERMITTENT DUTIES:

- a. Perform related duties as taught and assigned by the LCAT Director.
- b. Attend both required and selected training as directed.

QUALIFICATIONS: Requires a valid Class C Driver's License.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES: Comprehensive knowledge of standard office practices, procedures, equipment and techniques; knowledge of adult learning techniques. Should acquire knowledge of laws and regulations pertaining to local government. Operate a PC-based computer software including but not limited to Microsoft Windows, Word, and Excel. Must be able to type equaling or exceeding 60 w.p.m. Must be able to operate standard office equipment common to this position.

EDUCATION and/or EXPERIENCE: High school diploma (or equivalent) required with bachelor's degree in related field preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as financial statements, grant conditions/reporting requirements; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of the organization. Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently with the ability to speak a foreign language helpful.

MATHEMATICAL SKILLS: Ability to calculate figured and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume; ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS: Experience with and knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), and database applications.

CERTIFICATES, LICENSES, REGISTRATIONS: PRN

SPECIAL REQUIREMENTS: Occasional overnight travel within the state required.

SUPERVISORY: Does not direct the activities of staff or a function.

WORKING CONDITIONS: No adverse working conditions exist with this position. May be required to work overtime or weekends periodically.

PHYSICAL REQUIREMENTS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work daily. Tasks may involve extended periods of time at a keyboard or workstation. Required to moderately lift objects weighing up to 30 pounds, extending from floor to 60 inches in height. Requires sufficient visual acuity to be able to read and write and operate equipment common to this position. Requires sufficient hearing level to be able to effectively communicate with the office personnel and the public directly or by telephone.

For the Classification Series of LYON COUNTY/CITY OF EMPORIA: OFFICE PERSONNEL:

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).
3. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).
4. Employee's position requires pushing a maximum force of 5 pounds.
5. Employee's position requires pulling a maximum force of 5 pounds.

SAFE LIFTING CRITERIA:

- Floor to knuckle: 45 lbs
- 12" to knuckle: 45lbs
- Knuckle to shoulder: 22.5 lbs
- Shoulder to overhead: 22.5 lbs
- Carry: 45 lbs
- Push: N/A
- Pull: N/A

This job description has been examined for compliance with the Americans With Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA). **This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.**

By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.

Signature _____

Date _____

Printed Name _____

Lyon County Representative Signature _____