

FINANCIAL ASSISTANT

DEFINITION OF WORK

Employees in this classification perform administrative support work of a paraprofessional accounting and fiscal control nature supporting programs in the operating County department. An employee in this class performs fiscal control and administrative and program support duties of an accounting nature for a County department. Duties include tasks such as collecting information and preparing accounts payables/receivables; ordering materials and supplies and preparing purchase orders; processing payroll information and submitting transactions on payroll changes; assisting with departmental budget functions including preparing budget forms, maintaining spreadsheets to track expenses, and preparing information for departmental budget requests; maintaining departmental financial and program files; compiling information for grant reports; preparing cash reports; maintaining inventory and fixed asset reports; documenting deposits; tracking specialized programmatic components such as vehicles; and billing agencies for services provided. Duties may also include report preparation and correspondence, files maintenance, and data compilation and verification duties. Work assignments are performed in accordance with established procedures with unusual situations being referred to the supervisor for guidance. Judgment is required in selecting and applying appropriate processes and procedures. Work is performed under the direction of the department head or accounting manager/supervisor and is evaluated through observation, conferences, accuracy and completeness of records and reports, and by independent audit of financial records.

EXAMPLES OF WORK

Employees in this class perform a mixture of department-specific duties supporting operations, with tasks related to purchasing, payroll, budget, and financial recordkeeping. Employees input data and information regarding assigned financial function into finance system and spreadsheet; analyze and track information; review and obtain quotes for office supplies, equipment, and services and make recommendation for purchases or contracting; prepare, mail, receive, and review bid packages for contracted services and supply vendors; code to proper line item; assure available funds; contact vendors or reimbursement agencies about problem areas; verify receipt of items and prepare accounts receivable documents; review expenses and verify that monies are available; review and verify timesheets and employee information; calculate overtime or compensatory time; monitor salary changes due to employees; determine the pay status of an employee; coordinate the shared leave program; research payroll problems and monitor missing documents; enter time information and prepare personnel transactions; draft budget amendments when requested; create and maintain updated financial databases reports, and forms; perform accounts receivable and accounts payable work; receive invoices and select the appropriate budget and object codes for proper fund source; contact vendors if there are questionable invoices; audit petty cash and ticket office vault; maintain jail commissary account; balance and reconcile two inmate trust fund accounts; assist in bank account reconciliations; provide guidance to individual employees and supervisors on time and attendance and leave issues; handle inquiries and public contacts for information in assigned functional area; make bank deposits, reconcile bank accounts, balance funds and monies, and perform other technical accounting tasks; perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a two-year technical college with course work in accounting or business with

eighteen months of experience in accounts receivable, payroll, or accounts payable; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of laws, rules, regulations, policies, and practices to follow in the duties assigned; general knowledge of payroll, employee benefits/leaves, public bookkeeping practices and procedures; general knowledge of accounting and related practices and principles and their relationship to the total accounting system requirements within their area of assignment; ability to understand and apply policies and regulations to the maintenance of financial and accounting records and reports; ability to use calculating, adding machines, and automated equipment for the maintenance of accounting, fiscal, and related records; ability to make arithmetical computations accurately and with reasonable speed; ability to establish and maintain effective working relationships with department heads, vendors, employees, and the general public; ability to communicate effectively in oral and written forms; ability to use judgment and discretion in handling accounting and other fiscal matters; ability to perform accurate preparation of records and data entry.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with office work such as ergonomic and visual acuity issues.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.
Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.