

Northeast Colorado Association of Local Governments (NECALG)

Finance Assistant

JOB TITLE: Finance Assistant- Part-time, \$25.00/hour
DEPARTMENT: Administration/Logan & Morgan County

GENERAL JOB DESCRIPTION

This part-time position is responsible for performing a variety of highly responsible, detailed, and complex duties in the governmental finance department. This position has a high level of responsibility with a variety of duties. Attention to detail is extremely important.

JOB REQUIREMENTS AND RESPONSIBILITIES

- Must have a High School Diploma or GED and at least one year's work experience in an office setting.
- Must have general knowledge of computers and basic Microsoft Office and Excel.
- Colorado driver's license is a requirement for this position. All applicants must provide a copy of their driving record from the Department of Motor Vehicles.
- A pre-employment drug test is required. Other required drug tests include random testing, post-accident, and reasonable suspicion. Mandatory termination if the individual employee exceeds drug and alcohol limits or for refusal to test.
- Weekly accounts payable procedures and analysis.
- Cash management, enter deposits in accounting system.
- Balance bank statements monthly
- Monthly copy/postage calculation and usage entry
- Financial contract monitoring and assist with completing financials and reports for contracts and/or grants.
- Enter budgets in accounting software.
- Assist with general ledger account balance.
- Assist with preparing for annual audit and program audits.
- Other duties as assigned.

QUALIFICATIONS

Experience: Minimum of five years of higher-level accounting duties.

Knowledge of:

- English usage, spelling, grammar, and punctuation
- Accounting practices
- Office practices and procedures
- Financial report preparation
- Organizational skills

Able to:

- Handle multiple tasks.
- Understand the organization governmental procedures to assume assigned responsibilities.
- Communicate both orally and in writing.
- Work cooperatively with Director and Supervisors
- Independently prepare requested documents
- Work independently.