
EXEMPT (Y/N):	No	JOB CODE:	CSC Exempt (10 hrs/wk)
DEPARTMENT:	Comm. Children/Families	CLASSIFICATION:	046
SUPERVISOR:	CCCCF Director	SALARY RANGE:	23
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Participate in accounting and financial record keeping functions for the Department. Perform a variety of duties, reviewing financial transactions and preparing statements and reports. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manage and prepare requests for funds, expenditure and accountability reports for funders and contractors and maintain and reconcile Department budget with all federal, state and local funders and in compliance with their policies and requirements.

Assist the Director with budget preparation and grant analysis/administration. Participate in the development and installation of fiscal systems, office procedures and methods.

Manage data entry, tracking, report compilation and interface with spreadsheets, contracts and Intergovernmental Agreements.

Perform various office support duties, such as filing, processing correspondence, answering telephones and assisting employees or citizens.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a normal responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the general supervision of the CCCCCF Director who assigns and reviews work for conformance with established policies and procedures.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduation or equivalent and 3 years post high school education in business administration and accounting including training in accounting/finance/bookkeeping and advanced accounting concepts. Education and training in advanced accounting concepts includes fund tracking and relationship of funds. Four years experience in finance, accounting and bookkeeping work. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted. Two years documented experience managing county wide education and resource acquisition for human services, including documentation of ability to work within complex and sensitive community environments and two years experience and documented ability to maintain

positive, working relationships with community members and policy makers. Two years experience in managing outcome based budgeting. One year experience and/or education in legal issues related to human services including contracting and state and federal funding requirements.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office practices and procedures. Advanced knowledge of the use of computers and business software such as database, word processing and spreadsheets and skill in the accurate use of these programs, including Excel formulas.

Ability to correlate and evaluate a large volume of complex written and numerical data. Ability to process financial data with consistent accuracy. Ability to communicate professionally and effectively in both written and verbal form. Ability to identify confidential issues and maintain the appropriate level of confidentiality. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to maintain effective, professional and collaborative working relationships with fellow employees, supervisors, other agencies, Federal, State and County officials and the general public. Ability to respectfully meet requests for information and task completion from a diverse clientele in a timely manner. Ability to interface spreadsheets, contracts, Intergovernmental Agreements, fiscal reports and data, outcome reports, and database reports.

PHYSICAL DEMANDS 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.

Minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.