

## **BOOTHEEL REGIONAL PLANNING & ECONOMIC DEVELOPMENT COMMISSION**

### **JOB DESCRIPTION**

**FSLA Status:** Non-Exempt

**Job Title:** Fiscal Officer

**Department:** Fiscal Department

Responsible for all fiscal and financial functions of the office. Under the general supervision of the Executive Director. Provides support to the Director of Economic Development, Community Development Director, Solid Waste Planner, Regional Planner, Transportation Planner, and Compliance Officer.

**Duties:**

Generally responsible for all financial reports of the Commission.

Compiles financial and business transaction data from source documents to prepare computerized financial statements. Reviews source documents such as invoices and cash receipts for completeness and accuracy.

Provides all information and is responsible for general audit of the commission, which includes providing all necessary documentation to the auditor.

Responsible for all payroll functions including tax records, tax reports, W-2's, 1099's, annual and sick leave reports (monthly) to the Executive Director and each employee respectively, personnel records for each employee, health insurance record and deductions, and retirement plan.

Responsible for Bi-Monthly Board and Monthly Executive Committee minutes and preparation of Board and Executive Committee packets one week prior to meeting date. Also responsible for Bootheel Solid Waste Management District Board Packets and financial forms for board meetings.

Responsible for financial records of all grant and related funds, computer tracking of all contracts and related ledgers. Assists with any client audits and reports and checking accounts as needed.

Responsible for financial reports to the Bootheel Solid Waste Management District, State of Missouri Department of Transportation grant, Economic Development Administration, Senate Bill 68, which includes financial reports to the respective agency.

Receives Bootheel RPC & Bootheel Solid Waste Management District bills and issues payment weekly, and ensures checks are signed by the proper individuals. Responsible for timely and accurate payment of all bills.

Invoicing and billing to the Bootheel Solid Waste Management District, State of Missouri Department of Transportation, the Planning Commission, Economic Development Administration, Senate Bill 68, and additional contracts as related to agency operations.

Responsible for annual dues billing to member communities.

Participates in fiscal discussions regarding agency programs.

Responsible for fiscal compliance with program requirements.

Overseeing deposits and reconciling bank statements (monthly).

Coordination of all agency purchases.

Implementation and maintenance of fiscal computerization programs.

Development and monitoring of innovative fiscal management and internal control systems.

Assists with the preparation of budgets for Bootheel RPC programs.

*The responsibilities of this position demands confidentiality, as some pertain to sensitive personal information of personnel.*

### **Qualifications**

Graduation from an accredited college or university with preference given to major course work in the fields of accounting, finance, business administration, management, or closely related field, and two years of relevant experience. A master's degree in accounting, finance, or business administration, or a certification may be substituted for two years' experience. Course work and experience is essential in general financial accounting, fund accounting, basic management techniques, and basic finance. Course work or experience is desirable in auditing, nonprofit accounting, public administration, insurance and personnel management, accounting, cost accounting, or finance. Skills preferred include: preparation of written reports and comfort in communicating with public officials in a public setting, detail oriented, productive and successful multi-tasker, process driven, ability to relate well with co-workers, commissioners, and the desire to work in a team atmosphere. Must be able to work cooperatively and courteously with others. Must possess a valid driver's license.

### **Physical Requirements**

Constant use of hands and arms to input data into computer, use adding machine, and type/write in order in complete necessary paperwork. Must be able to converse by phone and in person with RPC members and co-workers. Must be able to sit for long periods of time. Must be able to lift boxes of files to move them from one location to another. Must be able to kneel to go through files in lower level cabinets. Must be able to concentrate for long periods of time. Must be able to work on a number of tasks simultaneously.

*Resumes will be accepted until the position is filled. Interviews will be conducted as resumes are received. Once the position is filled all applicants will be notified in writing within two weeks of position closure. New hire will have the opportunity to job-shadow under the current Fiscal Officer until April 30, 2019.*