



County of Bland, Virginia

Job Description

JOB TITLE: Finance Management Assistant

FLSA STATUS: Full-Time / Non-Exempt

DEPARTMENT: County Administration

JOB SUMMARY: Performs complex accounting and financial management duties for all County Departments under the direction of the Board of Supervisors. This employee is supervised directly by the Finance Director and the County Administrator. Duties include the management of all accounts payable/accounts receivable, assist in management of county budget, review financial reports, issue purchase orders and implement and manage procurement processes all while ensuring that all financial transactions are conducted legally and ethically by adhering to accounting standards and best practices.

JOB RESPONSIBILITIES:

1. Undertakes all phases of accounts payable/accounts receivable including the entering of all data on the County's iSeries/Bright Municipal Software computer system.
2. Maintains General Ledger Chart of Accounts. Maintains list of County's fixed assets.
3. Monitor departmental expenditures in accordance with the adopted line-item budget.
4. Assists with electronic payment, reimbursements and approval of Constitutional officers and Children Services Act payments.
5. Completes other financial reports for federal/state grant programs in accordance with the adopted program/project budget.
6. Assists the Finance Director and County Administrator with the preparation of the County's annual budget, and any other financial matters for the County's finances.
7. Performs additional duties as assigned by the Finance Director and the County Administrator.

KNOWLEDGE AND ABILITIES:

1. Knowledge of financial statements, bookkeeping, budgeting and other financial processes.
2. Proficient in Microsoft Word and Excel.
3. Effective communication skills both verbal and written.
4. Ability to file, organize, plan, multi-task and perform clerical tasks.
5. Ability to think critically and solve complex problems.

EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE

Bachelor's with a major in accounting, finance, business management with a concentration in accounting or a related field.

A minimum of 5 years' experience of accounting experience, preferably in a local government setting.

Ability to maintain excellent working relationships with county employees, county officials, vendors, and the public.