

## **Fiscal Officer**

### Nature of Work

The Fiscal Officer administers and oversees all accounting, purchasing and fiscal management functions of Kaysinger Basin Regional Planning Commission (KBRPC). At the request of the Executive Director, the Fiscal Officer also assists other staff members in implementing KBRPC's mission: to improve the quality of life for residents within KBRPC's seven-county region.

### General Responsibilities

- Financial administration of programs related to agency operations.
- Fiscal compliance with program requirements.
- Preparation and maintaining accurate journals, ledgers, books of account and financial statements.
- Preparation of payroll and bills remittance.
- Overseeing the daily deposits.
- Reconciling bank statements.
- Personnel functions including maintenance of applicant files, current personnel files, employee group insurance, pension and other employee benefits.
- Tracking and reporting for the commission's related organizations and programs.
- Coordination of all agency purchases.
- Implementation and maintenance of fiscal computerization.
- Participation in fiscal decisions regarding agency programs.
- Financial monthly, quarterly, etc. reporting to staff, commission and funding agencies.
- Development and monitoring of innovative fiscal management and internal control systems.
- Preparation of budgets for various programs.
- Recommendation and supervision of investment of agency reserve funds.
- Assist with annual CPA audit.
- Performance of any other task assigned.

*The responsibilities of this position demand 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 or closely related field and two years of relevant experience. A master's degree in accounting or certification as a CPA may be substituted for two years' experience. Course work and experience is essential in general financial accounting, cost and /or fund accounting, basic management techniques and basic finance. Course work or experience is desirable in auditing, nonprofit fund accounting, public administration, employment law, insurance and personnel management. Two years of relevant experience may be substituted for each year of required education, or experience in public service. Skills preferred include: preparation of written reports and comfort in communicating with public officials and in a public setting. Must possess a valid driver's license. Must work cooperatively and courteously with others. Must be thorough and pay careful attention to detail.

Physical Requirements

Constant use of hands and arms to input data into computer, use adding machine, and type/write in order to complete necessary paperwork. Must be able to converse by phone and in person with customers and clients. Must be able to sit 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 long periods of time. Must be able to work on a number of tasks simultaneously.

***Resumes will be accepted until Monday, September 10<sup>th</sup>. Interviews will be scheduled on Friday, September 14<sup>th</sup> at KBRPC, 221 N. Second St., Clinton, MO. Anticipated start date is Monday, October 1<sup>st</sup>. New hire will have the opportunity to job-shadow under the current Fiscal Officer until December 31, 2018.***