

Finance Technician (part-time or full-time)

General Statement of Duties

Under the general supervision of the Director of Finance, with some latitude for exercising independent judgment, performs fiscal tasks by assisting in preparing budgets, payroll and financial reports for management and grant funding sources, budgetary forecasting, and other financial tasks. Must have professional capacity to perform essential accounts payable, accounts receivable and payroll processing duties in absence of the Director of Finance. This position has potential for professional growth depending upon the skills and abilities of the selected applicant. A background check is required for this position.

Essential Functions

Participates in preparation of certain program reports on a monthly, quarterly and annual basis;

Prepares invoices and expense reimbursements for payment by reviewing invoices for accuracy, updating payment vouchers and ensuring expedient collection;

Keys invoices and journal entries into accounting software;

Assists with collecting and tracking documentation/standard forms (W9s, sales tax exemptions, timesheets, leave requests, etc);

Support bi-monthly payroll preparation, administration and process payroll tax payments;

Performs account reconciliations;

Supports the Director of Finance in preparation for the annual audit;

Assist with updating agency documents;

Assists with office errands such as bank deposits, delivering paperwork, picking up meeting supplies;

Represents the Commission in a professional manner;

Performs other administrative duties as assigned.

Required Knowledge, Skills and Abilities

Attention to detail with a knowledge of general laws and administrative policies governing municipal financial practices and procedures; knowledge of principles and practices of accounting and budgeting; ability to evaluate financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports, ability to plan, organize, and evaluate work.

Ability to work with team members in compiling materials required by funding agencies. Strong written and oral communication skills.

Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, subordinates, representatives of other agencies and the general public.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

A bachelor's degree in accounting, business administration or related field with three years of finance experience desired. An associate's degree in a relevant field and certifications may substituted for an undergraduate degree. Quickbooks certification a plus.

Experience in use of spreadsheet and data base management software programs desired.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

Work Hours

This position may be filled on a part-time basis, or full-time, depending on the skills and abilities of the applicant. If full-time, a benefits package including health insurance, paid time off and participation in Virginia Retirement System, will be offered.

Hourly Range

Hourly rate/salary depending upon skills and experience.