

FINANCIAL AFFAIRS OFFICER

GENERAL STATEMENT OF DUTIES: Performs responsible and professional financial and accounting tasks for the Genesee County Parks and Recreation Commission; maintains, reviews, analyzes fiscal accounts, records and systems; provides supervision to assigned staff; reports to the Parks and Recreation Director; performs related duties as required.

STATEMENT OF TASKS:

Maintains general, subsidiary, revenue and other ledgers and supporting accounting controls for the Parks;
Develops and monitors operating and capital improvement budgets;
Maintains funds for revenue bond and special construction projects;
Manages financial life cycle of grants including prepares reports as needed and ensures compliance.
Ensures accurate and timely payroll changes are reported;
Assists in the development and implementation of computer applications;
Prepares detailed financial statements;
Approves accounts payable;
Conducts cash training and on-site auditing of cash;
Audits monthly payments to determine propriety;
Prepares special reports and projects of a financial nature;
Supervises assigned staff;
Prepares reports which forecast revenues, expenses, park usage, etc. and makes recommendations based on the same.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive Knowledge of financial procedures with the ability to evaluate and introduce new and/or updated methods;
Knowledge of governmental and cost accounting practices and procedures;
Knowledge of grant accounting requirements;
Knowledge of computer applications;
Ability to evaluate financial reports and make recommendations;
Ability to communicate both orally and in writing;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting or Business Administration with at least twenty-one (21) semester hours in Accounting **AND** five (5) years experience in accounting (governmental accounting preferred) or financial analysis.



Human Resources Director

Established: January 1, 1977
Revised: July 22, 2004
Revised: December 1, 2014