

FILLMORE COUNTY JOB DESCRIPTION

Finance Officer

DEPARTMENT: Auditor/Treasurer		JOB TITLE OF SUPERVISOR: Auditor/Treasurer
PAY GRADE/RANGE: 9	BARGAINING UNIT: Not Represented	FLSA STATUS: Non-Exempt

GENERAL PURPOSE OF JOB

Under general administrative direction of the Auditor/Treasurer, the Finance Officer is responsible for performing complex accounting entries, transactions, and reconciliations; compiling data for outstanding indebtedness reports; allocating tax receipts to appropriate funds and jurisdictions; may assist with budget planning, preparation, and analysis; providing assistance as requested to ensure adherence to established practices and policies; preparing required reports and schedules; responding to requests from state auditors; and assisting with elections.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

	FREQUENCY
Performs complex accounting entries and transactions according to established practices and policies. Prepares month-end journal entries. Compiles financial data for internal and external monthly financial reporting including those for Government Accounting Standards Board #34 (GASB 34), year-end reports for sales tax. Determines format, compiles, and prepares other required statistical and financial reports including maintenance of the general ledger as requested.	Daily 50%
Settles tax receipts to appropriate funds and jurisdictions. Creates spreadsheets with distribution tables to allocate tax collections to appropriate taxing jurisdictions. Reconciles tax receipts with funds distributed. Runs delinquent distribution report periodically to check rates of delinquency compared to prior years. Communicates with cities, townships, and school districts to assure levies, truth in taxation dates and other tax requirements are reported timely. Keep apprised of legislative changes affecting tax calculation and assure that changes are made properly. Answer questions from other jurisdictions, MN Department of Revenue, and citizens on tax rates and method of calculation.	Daily 20%
Prepares required reports and schedules and responds to requests from state auditors. Analyzes accounts and prepares audit schedules in compliance with GASB 34. Prepares draft of County's annual financial report by compiling and consolidating financial information from trial balances and other sources. Ensures data accuracy and collaboratively resolves identified concerns with supervisor and Data Processing. Maintains county capital inventory control system.	Weekly 25%
Assists with elections and voter registration.	Monthly 15%

<p>May assist with county budget planning, preparation, and analysis as requested. Provide insights regarding the accuracy of historical database, exemptions, expenditure/revenue classifications utilized for annual budget preparation on an as requested basis.</p>	<p align="center">Monthly 10%</p>
<p>Compiles data for outstanding indebtedness reports. Compiles and provides financial data, including outstanding and overlapping indebtedness for the identified entity.</p>	<p align="center">Weekly 10%</p>

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires completion of a baccalaureate degree from an accredited college/university in accounting; or five years related experience and/or training; or equivalent combination of education and experience. Demonstrated proficiency in spreadsheet preparation and word processing required.

CERTIFICATES AND LICENSES *(position requirements at entry)*

- MN Driver’s license or evidence of equivalent mobility.
- MN Tax Calculation Certification or ability to obtain within 3 months of hire.

REQUIRED KNOWLEDGES *(position requirements at entry)* knowledge of:

- Concepts of accounting and County revenue sources
- Common property tax laws and regulations

REQUIRED SKILLS *(position requirements at entry)* skill in:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Time management

- Basic computer skills including spreadsheet and word processing preparation

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands to finger, handle, or feel. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment will commonly be an office setting with few hazards. Occasional travel in car between facilities and groups may be required. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

CLASSIFICATION HISTORY

Prepared By: Karen Brown, Fillmore County Coordinator	Date: 04-2002
Revised by: Kristina Kohn, Human Resources Officer	Date: 05-2013