

<b>Department: Financial Management</b>	<b>Approved: 10/5/2017</b>	<b>Revised: 11/14/24</b>
<b>Salary Grade: 10</b>	<b>Position #: 11302</b>	
<b>FLSA Status: Non-Exempt</b>	<b>Title #: 517</b>	

**Position Overview:**

To assist the Chief Financial Officer in the financial operation of Centre County Government. Perform a variety of fiscal, financial, accounting, and/or budgetary duties at the direction of the department head. Responsible for maintaining accurate files and records in compliance with federal, state and county policies, procedures and requirements.

**Essential Job Functions:**

1. Compiles data for budget preparation.
2. Participates in procurement and RFP processes.
3. Interacts with County departments and offices in regard to financial administration duties of department.
4. Compiles and reviews budget data.
5. Prepares reports as requested by Chief Financial Officer.
6. Manages inventory and supply control for County.
7. Monitors federal and state grant funding and allocations for County.
8. Prepares check request, purchase requisitions, budget revisions, and other financial documents as needed.
9. Prepares correspondence and financial documents as requested by director.
10. Provides staff support for Finance Committee meetings.

**Other Duties:**

1. Assists County departments working with the County's accounting system.
2. Assists with general administrative duties for department.
3. Assists internal and external auditors as needed.
4. Attends meetings, in-services, and trainings as required.
5. Performs other job duties as required.

**Supervision Received:**

Receives instruction and supervision from Chief Financial Officer with regard to daily work duties.

**Supervision Given:**

None.

**Working Conditions:**

1. Works indoors in adequate workspace, temperatures, ventilation, and lighting.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.

**Physical and Mental Conditions:**

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching as necessary to carry out job duties.

**Physical and Mental Conditions Cont'd:**

2. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; and torso as necessary to carry out job duties.
3. Light work with occasional lifting/carrying of objects with a maximum weight of 10 pounds.
4. Must be able to cope with the physical, mental, and emotional stress of the job.
5. Must be able to pay close attention to details and concentrate on work.

**Education/Training Qualifications:**

Bachelor's degree in accounting or public administration or an associate degree in accounting, finance, business administration, or related fields

**Work Experience:**

Minimum five (5) years working experience performing accounting or bookkeeping duties. Computer experience with accounting software required.

**Knowledge, Skills, and Abilities Required:**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem-solving skills.
4. Must possess ability to function independently, have flexibility, and the ability to work effectively with clients, co-workers, and others.
5. Must possess the ability to maintain confidentiality in regard to client and County information and records.
6. Must possess the technical knowledge of operating personal computers, related accounting software, and other office equipment.
7. Must possess knowledge of accounting principles and department procedures in regard to daily accounting/auditing duties.
8. Must possess ability to prepare and complete various financial reports and assist with budget preparation.
9. Must possess ability to pay attention to details, accuracy and concentrate on work.
10. Must be able to handle a high volume and variety of work to be able to switch from one duty to another.

### Job Description Acknowledgement

I acknowledge that I have received a copy of my job description. I have read and fully understand the job duties, responsibilities as **Financial Operations Coordinator**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described above. I hereby accept the position and agree to abide by the requirements and duties set forth.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.