

## **Financial Management Assistant**

**General Statement of Duties:** Serves as an assistant to the County Administrator and the Assistant County Administrator on a variety of financial matters involving expenditures and personnel records management.

**Distinguishing Features of The Class:** This position involves the independent performance of difficult financial records-keeping tasks related to the preparation of the payroll and related State, Federal, and Insurance reports and payments, the preparation of quarterly and annual reports, accounts payable and accounts receivable and the purchase of office supplies. The work is performed under the general supervision of the Assistant County Administrator but the incumbent must make independent decisions in individual cases.

### **Examples of Work:** (Illustrative only)

- Maintain personnel records.
- Computation of time cards and time sheets.
- Prepare the payroll, including compensations and filing of FICA, Federal and State tax deposits and insurance and deferred compensation payments.
- Monthly Retirement and Life Premium Payments with reports
- Filing worker's compensation claims and medical bills.
- Assisting employees with health insurance claim problems.
- Filing retirement applications for employees.
- Filing the necessary payroll quarterly reports.
- Filing W-2's, 1099's and other annual reports.
- Preparation of the monthly claims for payment.
- Maintaining Accounts Receivable Ledger.
- Purchase of office and other supplies.
- Assist in the preparation of the budget by determining fringe benefit charges for each department.
- Prepare other financial reports.
- Assisting in the annual audit.

**Required Knowledge, Skills and Abilities:** Thorough knowledge of modern accounting practices; so knowledge of professional accounting practices; good knowledge of pertinent laws and regulations pertaining to personnel matters, tax requirements and the necessary report in ability to work from general instructions and to determine what is needed from complex documents and to prepare complex financial reports; initiative; integrity; good physical condition.

**Acceptable Experience and Training:** Office experience with some accounting and personnel records keeping and graduation from a college of recognized standing with a degree in Business Administration or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.