

- Works closely with Contracts Manager to ensure compliance with contractual expenditure benchmarks
- Keeps current with Federal, State, and local rules and regulations governing board operations. Assists the CFO in maintaining the board's policies and procedures.
- Acts as backup within the Fiscal Department as needed.
- May supervise the work of others.
- Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

- Graduation from an accredited four-year college or university with major course work in accounting, banking, finance, or a related field is generally preferred.
- Experience in accounting, budgeting, and financial operations.
- Education and experience may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems.
- Knowledge of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations.
- Ability to interpret and apply accounting theory, to plan and coordinate financial programs, to plan procedures and coordinate accounting operations, to interpret laws and regulations, to communicate effectively, and to train others.
- Knowledge of Abila MIP Fund Accounting, Access, Word, and Outlook is preferred.
- Advanced knowledge of Excel required.
- Skill in problem solving.

Registration, Certification, or Licensure

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state, and/or out-of-state travel may be required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, credit history, and criminal background).