



Capital Area Council of Governments Job Description

CAPCOG Title: Emergency Communications Finance Coordinator

Division: Emergency Communications

Reports to: Director of Emergency Communications

State Title and Salary Grade: Budget Analyst III, Accountant V/B21

FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs highly complex (senior-level) accounting and budgeting work. Duties involve preparing and/or overseeing of financial analyses and reports, coordinating budget preparation and monitoring, and overseeing internal controls for division's accounting functions. Work also includes managing contracts, tracking revenues and expenditures as well as all financial transactions. Work is done in accordance with agency policies and in coordination with agency finance department. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Essential duties and functions may include the following.
- Performs all accounting work related to revenues and expenditures including tracking service fees, contractual obligations and payments, and tracking and entering all transactions by fiscal year working in tandem with agency's Finance Department.
- Manages development of the division's annual budget including projected revenue, obligated contractual expenditures, planned capital expenditures, and all other operating costs based on actual and projected expenses.
- Monitors annual budget related to expenditures, encumbrances, and obligations that impact expenditures and reconciles with agency finance department and oversees division's financial information for all active fiscal years and accounts.
- Performs administrative work related to procurement and internal purchasing procedures, and compliance with internal administrative policies.
- Manages all contract activity including receivables and payables, invoices, vendor issues, interlocal agreements, and formal communications necessary for compliance issues.
- Manages activities related to travel and professional development, staffing schedules, preparation of board and committee agenda information, and tracking training registrations and reporting.
- May assist with development of internal policies, reports, and other administrative work.
- Other related duties may be assigned.

GENERAL QUALIFICATIONS

Education

Graduation from an accredited four-year college or university with major course work in accounting, finance, or a related field is required.

Experience

Minimum of five (5) years of experience with a focus on government accounting, budgeting and financial operations required.

Microsoft Excel proficiency is required.
 Experience with Abila MIP (formerly Sage) software is preferred.
 Experience may be substituted for education.

Knowledge, Skills and Abilities

Knowledge of:

- Procedures and processes related to 9-1-1 budgeting
- Contract management issues related to financial transactions.
- Generally accepted accounting principles and procedures.
- Budget controls and fiscal accounting.

Skills in:

- Advanced computer and software applications
- MS Word, Outlook, and Excel
- MIP software preferred

Ability to:

- Evaluate fiscal data for reasonableness, necessity, and conformity with contract/program requirements
- Plan procedures and coordinate accounting activities.
- Work accurately with numerical detail and apply accounting theory
- Gather, assemble, analyze, consolidate, and interpret data
- Work effectively on several ongoing projects concurrently.
- Communicate with strong verbal and written skills

Position Specific Competencies

- Attention to Detail – Approaches work in a meticulous manner and prepares comprehensively at the logistical and strategic levels.
- Decision making – Demonstrates use of effective decision-making techniques that provide timely, appropriate and ethical resolution to problems.
- Judgment – Demonstrates critical thinking based upon in-depth data gathering, corroborating information, considering others’ input, and personal values and ethics.
- Work Organization – Balances competing priorities to meet all project and team commitments in a timely manner and deliver quality results.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Regularly
Move objects weighing up to designated # of pounds.	Seldom-35 lbs.
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom-35 lbs.
Converse with others both in person and over the phone.	Regularly
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom

Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment	Constantly
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Never
Drives a vehicle to perform CAPCOG business.	Never

KEY

Never 0% Seldom 0-30% Occasionally 30-60% Frequently 60-90% Constantly 90-100%

Seldom would be up to 12 hours per week or 0 to 2.4 hours per day

Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day

Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day

Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

Other Requirements:

Requires passing and retaining CJIS background clearance.