



## Capital Area Council of Governments Job Description

<b>CAPCOG Title</b>	Assistant Finance Director	<b>State Title</b>	Accountant VII
<b>Position Number</b>	FIN_02_01	<b>Salary Group</b>	B25
<b>Reports to</b>	Director of Finance	<b>Telecommuting Eligibility</b>	1 day/week
<b>Division</b>	Finance	<b>FLSA Classification</b>	Exempt
<b>Employment Category</b>	Regular-Full Time	<b>Cell Phone Stipend</b>	Level 1

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### GENERAL DESCRIPTION

Performs highly advanced and managerial (senior-level) accounting work. Work includes the preparation and/or overseeing preparation of financial analyses and financial statements; developing, establishing, maintaining, and/or overseeing accounting systems, procedures and controls; preparing and/or overseeing the preparation of agency budgets; administering the purchasing and procurement procedures; accounting, budgeting and reconciling for grants and contracts; and reviewing transactions, procedures, and controls. Performs duties as the director when the director is out. Works under minimal supervision with extensive latitude for use of initiative and independent judgment.

### ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Oversees and/or develops procedures, policies and controls; necessary to provide accurate records of expenditures and budget balances for agency programs.
- Manages and monitors grant and contract accounting in accordance with budgets and deadlines to ensure proper and timely reporting to funding agencies.
- Prepares and/or oversees preparation of financial statements and reports.
- Oversees and/or prepares annual operating budgets, and reviews expenditures to ensure the budget limits are not exceeded.
- Prepares and/or oversees special reports such as payroll, budget estimates, and cost data.
- Reviews and/or oversees accounting and financial documents for accuracy and compliance with policies and procedures and with state and federal statutes.
- Prepares and/or oversees preparation of monthly status reports of funds and expenditures.
- Reviews and oversees the classification, coding, allocation of, posting, and balancing of financial and accounting documents and records.
- Checks accounting operations in progress, reviewing completed financial records for accuracy and conformance with legal and departmental procedures and regulations.
- Prepares and/or oversees the preparation of invoices for agency programs and reconciliation of receipts. Coordinates the accounts and grants receivable for all program areas.
- Approves, prepares, tracks and signs expense reports, purchase authorizations and purchase requisitions.
- Reviews reconciliation of bank accounts and general ledger accounts.
- Analyzes, recommends, and or develops improvements, adaptations or revisions to the accounting system and accompanying procedures.
- Functions as a consultant on accounting and financial matters to program management staff.
- Researches and/oversees the reconciliation of discrepancies and reports findings.
- Oversees and assists with the preparation for the annual financial audit.
- Acts as team leader and assists in training others.
- Assists in planning and/or developing procedures and regulations to control the disbursement of funds and in preparing letters of instruction, manual revisions, and related forms as necessary.

- Instructs staff on the maintenance of accounting records on expenditures and revenue collected, the posting of general ledgers, and the posting of journals entries and/or adjustments.
- May serve as lead staff person in implementing and/or developing new projects and programs.
- Serves as Director of Finance in the absence of the Finance Director.

**GENERAL QUALIFICATIONS**

Education and experience beyond what is listed below may substitute for one another depending on qualifications.

**Experience**

- Five years’ experience in accounting and financial operations.
- Experience with grants and contracts, government accounting, and computerized accounting applications (not including QuickBooks).

**Education**

Graduation from an accredited four-year college or university with major course work in accounting.

**Certifications**

n/a

**Preferred**

- Experience with managing the accounting functions of a government agency or large not-for-profit organization.
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).
- Experience using MIP.

**Knowledge, Skills, and Abilities**

- Knowledge of governmental/fund accounting.
- Knowledge of generally accepted accounting principles (GAPP).
- Knowledge of grant and contract management.
- Knowledge of Office of Management and Budget (OMB) grant standards (2 CFR §200) and Texas Grant Management Standards (TxGMS).
- Knowledge of budget control methods, policies, and procedures.
- Knowledge of laws and regulations pertaining to financial operations.
- Skill in using MIP accounting software.
- Skill in the use of Microsoft Excel, Word, Outlook, and Sharepoint.
- Ability to use computers and software applications.
- Ability to work smoothly in an integrated fashion with other team members.
- Ability to plan and coordinate financial programs.
- Ability to plan procedures and coordinate accounting operations.
- Ability to interpret laws and regulations.
- Ability to Interpret and apply accounting theory.
- Ability to work effectively on several ongoing projects concurrently.
- Ability to develop potential solutions to challenges as they arise.
- Ability to communicate with others to increase understanding.

**Other Requirements**

A valid Texas driver’s license, proof of insurance specified by the State of Texas, and dependable transportation for travel within region.

**PHYSICAL REQUIREMENTS**

Requirement	% of Time
Remain in a stationary position at a desk throughout the workday.	60-90%
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	0-30%
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.	30-60%

<b>Requirement</b>	<b>% of Time</b>
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	60-90%
Move objects weighing up to designated # of pounds.	0-30% – 15 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	0-30% – 15 lbs
Converse with others both in person and over the phone.	30-60%
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	60-90%
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.	0-30%
Performs duties in professional office environment.	90-100%
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	0-30%
Drives a vehicle to perform CAPCOG business.	0-30%