



## **FINANCIAL/OFFICE MANAGER**

### **POSITION SUMMARY**

The Northwest Hills Council of Governments (NHCOCG) is the coordinating body for Chief Elected Officials of twenty-one (21) municipalities in the northwest corner of Connecticut.

The Financial/Office Manager for NHCOCG performs all necessary financial, bookkeeping, and fiscal-related activities of the Council, subject to Federal and State accounting procedures and audit requirements. Maintains personnel records, reports payroll and manages the day-to-day office environment of the organization. General administrative assistant to Executive Director and staff.

### **ESSENTIAL FUNCTIONS**

Maintains general ledger, journals and all other fiscal records and reports in accordance with generally accepted accounting practices, federal and state bookkeeping and auditing standards. Responsible for accounts receivable and accounts payable. Coordinates with other staff in preparing project financial reports; contract reimbursements; and monthly balance sheets. Maintains Council checking and savings accounts. Responsible for invoicing various grants and contracts and the preparing quarterly financial reports, including tracking of billable hours and reimbursement expenses. Manages the financial aspects of various regional programs such as the Prescription Assistance Program, NW Corner Fuel Bank, Neighbor to Neighbor Program, DEMHS Region 5 Homeland Security Grants, Housatonic River Commission, NWCT Regional Housing Council. Makes all deposits, withdrawals, and fund transfers. Coordinates with auditor for fiscal year reporting. May recommend improvements and implement mandated modifications to the organization's accounting system.

Assists the Executive Director with preparation of the annual budget and work plan as well as periodic financial reporting associated with board and committee meetings and various grant work programs. Maintains an inventory of office equipment and furniture and performs tasks necessary to maintain a small office environment. Uses office computer for fiscal applications. Assists with general clerical functions as needed including preparation of agendas and drafting of minutes of various meetings, answering telephones, and document filing and organization. Maintains the organization website and assures the content is up to date. Compiles and maintains human resource records and serves as human resource coordinator, making recommendations to the Executive Director for renewals and/or modifications in benefit programs. Maintains employee time sheets, benefit status, pension contributions, health insurance, workers' compensation and other personnel matters. Responds to inquiries about financial matters and financial records of the organization.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Excellent communication skills, both written and verbally in an individual or group setting. Excellent financial and mathematical skills and ability to prioritize tasks. Ability to apply accounting and reporting requirements in a timely and consistently accurate manner. Personal computer capabilities essential including Quickbooks, Microsoft Word, Excel, PowerPoint, and bookkeeping applications. Capable of conducting and completing required activities with limited supervision. Flexibility and willingness to modify activities to accommodate new practices and requirements. Understanding of the requirements for dealing with government entities. Must be a team player and assist staff in other office functions as necessary.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree with a financial business course of adequate depth and three years responsible related experience; or high school diploma with business courses of adequate depth and five years responsible related experience. Some experience with governmental or public agency accounting systems desirable. Experience with audits and general government audit procedures desirable. Familiarity with local government finances and functions and general knowledge of state and regional government structure and functions desirable. Proficient in Quickbooks software.

## **SUPERVISION RECEIVED**

Works under the supervision of the Executive Director, who may direct and redirect work as necessary.

## **WORK ENVIRONMENT**

Standard small office environment with some evening or weekend work that may be involved on a limited basis.

Thirty-five (35) hour standard workweek, flexible hours, compensatory time, may perform some work from home on occasion, with permission from the Executive Director.

## **SALARY AND FRINGE**

Market-competitive and commensurate with experience (\$45,000 - \$55,000 DOQ). 100% Medical coverage, annual dental reimbursement, pension and life insurance per the organization's Policies and Procedures Manual. Paid Holidays (12), vacation, sick leave, and paid personal days (3) per the Manual.

*The Northwest Hills Council of Governments (NHCOG) provides equal employment opportunities (EEO) and prohibits unlawful discrimination and harassment, with respect to all employees and applicants for employment, including but not limited to, age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.*