

ASSISTANT FISCAL OFFICER

Position Overview:

Under the supervision of the Executive Director and Fiscal Officer, the Assistant Fiscal Officer will assist in the maintenance of an effective financial management system for the Lincoln Trail Area Development District and perform other duties as assigned by the Executive Director.

Duties & Responsibilities:

- Responsible for assistance in preparation, submission, and monitoring of the Annual Cost Allocation Plan.
- Responsible for maintenance and utilization of computerized financial systems, including generation of reports.
- Allocates payables and receipts to appropriate accounts.
- Processes all cash disbursements for the agency.
- Proof and code accounts payable invoices and prepare accounts payable checks.
- Assist in preparing monthly financial statements.
- Responsible for daily backups of accounting batches and other files.
- Maintain accounts receivable register.
- Reconcile monthly bank accounts.
- Provide technical assistance to subcontractors.
- Attend continuing education opportunities as recommended by the Executive Director.
- Provide technical assistance for financial requirements.
- Cross-train with the Fiscal Officer, Employment/Training Fiscal Officer, and PDS Fiscal Officer.
- Perform other duties as assigned by the Executive Director.

Education & Experience:

This position requires a Bachelor's degree from an accredited university in accounting, business administration or finance with five (5) years of related work experience. CPA preferred. A Masters degree in Public Accountancy, Public Administration, Business Administration or Finance may be considered in lieu of CPA and one (1) year of experience. Must be able to accurately handle multiple assignments, while meeting deadlines.

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General Qualifications:

- Possess knowledge of the compliance requirements of FICA, federal and state income taxes, proficient computer spreadsheet and word processing program operation, GAAP accounting practices and procedures, business English and math; ability to make arithmetic transactions as they relate to financial records; maintain effective working relationships with other office personnel and governmental officials; maintain neatness, accuracy, analytical ability and good judgment.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position will require criminal background screening.
- Must operate in a professional, confidential manner due to the sensitivity of records assigned for maintenance of this position.
- Required to proficiently operate spreadsheet programs, word processing and data base programs necessary to complete all tasks and assignments.
- Must possess flexibility, patience, and consistency in performance of duties and interaction with all staff.
- Possess a valid Kentucky Drivers License.

Work Site:

Generally in office sitting behind a desk at a computer terminal for hours at a time, and maintain all appropriate files in storage and within the facility. Must be able to efficiently keyboard and operate standard office equipment such as copies and calculators.

Workplace Hazards:

No known hazards exist in the workplace.