



Lincoln Trail ADD

Job Description

Team Leader

Pay Grade 20

STATUS	
Date: 18 January 2022	Department: Finance
FLSA Status: Exempt	Reporting Authority: Director
Supervisory Responsibility: Finance Assistant	

General Duties and Responsibilities:

Directs the day-to-day fiscal functions of the district. Oversees the financial and operating strategy, reporting processes and risk management. Works with department deputy directors in setting and achieving operational goals and objectives. Oversees the development and implementation of effective, integrated systems for budgeting, payables, reporting and auditing revenues, expenditures and asset accountability.

Duties & Responsibilities:

- Maintain the financial and reporting functions of the Revolving Loan Fund (RLF).
- Administer accounts receivables.
- Prepare month-end closing entries and reconcile accounts.
- Provide month-end reports to Directors and Deputy Directors of each department.
- Process and administer payment and reporting of quarterly and annual payroll taxes.
- Reconcile all bank accounts and the employee fund.
- Assist in the preparation of audits and budgets.
- Maintain the fixed asset inventory.
- Maintain contract files and ensure compliance with the Purchasing and Procurement Policy.
- Performs other duties as assigned.

Education & Experience:

- Required: Associate's Degree in business, finance, accounting or related field with five (5) years of relevant experience.
- Preferred: Bachelor's Degree in business, finance, accounting or related field with five (5) years of relevant experience.

General Qualifications:

- Must possess supervisory experience and possess the ability to maintain effective working relationships.
- Must be able to give and receive direction.
- Must be a motivated self-starter; capable of managing multiple tasks, programs and administrative responsibilities, simultaneously.
- Must have excellent verbal and written communication skills, management and organizational abilities; and, exhibit proficient computer literacy/skills.
- Must be familiar with administration of a public agency and applicable reporting requirements.
- Must be able to establish and maintain effective working relationships with LTADD Staff, Board members, State, City and County government officials, as well as other governmental officials.
- Must display sound judgment, perform under stressful conditions, and make timely and accurate decisions.
- Must be able to act as an ambassador for LTADD at functions, create professional reports, and be an effective public speaker.
- Must hold a valid Kentucky Driver's License.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position requires criminal background screening.

Work Site:

General office setting; however, flexibility for travel and mobility to attend meetings is a must. May require walking, flying or operating a vehicle. This position requires attendance of after hour meetings and occasional overnight travel with limited notice.

Workplace Hazards:

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.