

County of Fulton

Job Title: Fiscal Administrator

Department: Business Office

Reports To: Chief Clerk

Salary Level: S1, \$15.93-22.14 per hour

Hours Per Week: 37.50

Summary:

The primary functions of this position are the accounting and administrative functions of the Business Office.

Essential Duties and Responsibilities:

Performs accounts payable functions such as:

- Conducts research such as checking invoices against services rendered and contractual agreements;
- Researches files for payment responsibility from other county departments, bills appropriately, adjusts invoices as needed and verifies proper general ledger codes have been used.
- Coding and entering invoices into Sage/Abila system for Business Office and other departments as needed
- Setting up new vendors into the accounting system and maintaining vendor accounts with updated addresses and current information, verifying accuracy for 1099 reporting
- Performs Monthly billings for various Payable Accounts, Rental Agreements for County buildings, Health Insurance, record payments and submit to Treasurer's office when received

Maintaining accurate and up-to-date office files and records for internal and external audits and compiling/duplicating information requested by auditors and other departmental audits

Compile, prepare and monitor various logs, spreadsheets and documents including Quarterly interest allocations, Prepaid Expenses and Accounts Receivables/Revenues

Mailing and emailing tax information to vendors such as W-9 requests and Sales and Use Tax forms to comply with government laws and regulations

Processing end of year 1099 information and reports

Providing support and assistance to County departments with problems using Abila/Sage software; helping them compile reports needed to track/performance their accounting functions properly, answering and providing assistance as needed when problems arise using the program software, setting up new employees in the system with proper security segments.

Balances cash figures and reconciles necessary banking statements on a monthly basis

Assists in researching and finding reasons for imbalances; corrects imbalance errors by initiating journal entries within guidelines;

Assisting with end of year budget beginning in August by:

- Compiling reports on the accounting system for departments to compare prior year budgets
- Preparing each department's budget documents and emailing those documents for their review
- Receiving information back from departments and entering into various spreadsheets before sending to Wessel and Commissioners for final review

Monitors Grants and revenue/expense to be sure they are within guidelines and allowances.

Prepares Reports such as Financial Statements, end of year Audit compilation information for Internal and External Audits, Annual Reports for State and Federal filings.

Assists Other Department Heads with Financial Reporting for grants and services.

Purchasing Coordinator – reviews CoStars contracts and finds best possible resources for purchases such as Electricity. Makes sure departments are following purchasing policy and assists Departments when needed to find the best procurement.

Preparing Accounts Payable checks and balancing Accounting functions to make sure funds are properly procured between Cash Accounts and Investment accounts.

Reviewing various grant applications and monitoring revenue and expenses within grant guidelines.

Administrative duties such as letter composition, scheduling, maintaining deadlines or records management duties.

Assists the Chief Clerk, Human Resource Administrator and Director of Elections when needed.

Other duties as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner.

Customer Service – Responds promptly to customer needs, also responds to requests for service and assistance.

Interpersonal Skills – Maintains confidentiality.

Oral Communication – Listens and gets clarification, responds well to questions.

Written Communication – Able to read and interpret written information. Presents numerical data effectively.

Teamwork – Balances team and individual responsibilities, contributes to building a positive team spirit.

Ethics – Treats people with respect, works with integrity and ethically.

Attendance/Punctuality – Is consistently at work and on time. Ensures work responsibilities are covered when absent.

Planning/Organizing – Prioritizes and plans work activities, uses time efficiently.

Professionalism – Treats others with respect and consideration.

Quality- Demonstrates accuracy and thoroughness.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

High School Diploma. Associates degree in Accounting or Business preferred, or three years of relevant accounting experience.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Computer Skills:

To perform this job successfully, an individual should have knowledge of internet software, accounting software, payroll systems, Excel spreadsheet software and Word software.

Other Skills and Abilities:

Must be able to work in a fast paced environment with deadlines.

Must be able to handle multiple tasks at the same time.

Excellent organizational skills required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.