

**City of Lewisburg**  
**Job Description**

**Job title: Finance Assistant/Grants Administrator**

**Work Location: 131 E. Church St. - Lewisburg**

**Division/Department: Administration**

**Reports to: City Treasurer**

**Full-time**  
 **Part-time**

**Salaried Exempt**

**Hourly Non-exempt**

**Summary Description:**

Under the general supervision of the City Treasurer. Assist the finance director/treasurer in managing, processing, and troubleshooting various accounts and transactions. Performs professional accounting staff work in preparation and maintenance of budget and accounting/general ledger.

**Essential Duties and Responsibilities:**

- Consults with all stakeholders as it relates to financial administration of grants and budgeting of such grants, including interpretation of federal requirements pertaining to allowable and un-allowable costs based on the guidelines provided by the agency and contained in the grant stipulations; determines grant specific indirect costs monthly; develops and maintains procedures and processes for accurate and timely financial reporting and monitoring of local, state, and federal grants;
- Reviews grant contracts, monitors various agency award systems, and prepares reimbursements of grant funds and related revenue and expenditure accounts.
- Prepares quarterly reports as required by grant stipulations; prepares City Council documents and project schedules for City Council approval; coordinates the A-133 Audit work papers as they relate to specific awards and preparation of the CAFR; prepares journal entries related to grants; attends professional development training and stays abreast of the Office of Management and Budget Circulars and their applicability to grants management related to A-133 audit;
- Maintains and updates the financial system and multiple reports as they pertain to grants; provides on going grant training to staff; assists in the preparation of the City's long-range financial projections for capital projects related to grants; completes special analytical assignments;
- Prepares journal entries and budget adjustments and forwards to appropriate personnel; Prepares journal entries to record, correct or accrue assets, liabilities, revenues and expenditures, budget amendments including entry and balancing appropriation amendments to ordinance adopted by Council;
- Balances monthly expenditures and prints monthly expenditure reports to distribute to departments;
- Provide backup support for payroll and accounts payable.
- Reviews and balances credit card transactions;
- Monthly bank reconciliations and follow up for all City bank accounts (all accounts except pension/OPEB) and forwards to City Treasurer for approval;
- Helps maintain general ledger to track cash accounts for deposits, disbursements, transfers, payroll, purchasing cards, etc.;
- Prepares statistical reports for the Annual Financial Report (ACFR) and verifies compliance, prepares and maintains electronic spreadsheets on various accounts and produces reports as requested.
- Collects, analyzes, and prepares working papers for audits as requested by the Treasurer;
- Comply with accounting pronouncements, federal, state and local laws and regulations, City policies and recommends updating of processes and procedures;
- Responds to requests for assistance or information from City departments, vendors and the public as needed, investigates, and provides information in a timely and accurate manner, corrects errors, resolves questions and complaints;
- Computes, balances, records, and proofreads data and other information, performs month and year end balancing and reporting, transfers to accounts, entering budget data, etc.;
- Work with state agencies, auditors, and others to assist in verifying information, preparing data and reporting;
- Prepares and maintains files and records including invoices, claims, billings, vendor files, etc., makes adjustments and enters into accounting system as relates to grants and other programs as required;
- Types, formats, proofreads and edits agenda items, correspondence and other documents for budget committee work sessions;
- Duties and responsibilities may change at the discretion of the City Treasurer and City Manager;

**SECONDARY FUNCTIONS:** Performs other related duties as required to support the City's accounting and financial reporting functions. All routine City Hall daily operational and finance-related inquiries shall be directed to the Finance Assistant in the absence of the City Treasurer.

### **KNOWLEDGE, SKILLS:**

- Knowledge of Generally Accepted Accounting Principles, GASB Reporting Pronouncements, procedures, and applications;
- Knowledge of governmental budgeting and organization structure;
- Knowledge of accounting principles and practices, the analysis and reporting of financial data;
- Knowledge of spreadsheet programs and applications;
- Knowledge of regulations applicable to area of assignment federal, county, state, and local laws, codes and regulations applicable to governmental accounting;
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology;
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;
- Knowledge of computer application skills that at a minimum include Microsoft Office Suite products including Word and Excel, and Outlook;

### **ABILITY:**

- Ability to accurately prepare a variety of work papers and financial reports;
- Ability to provide technical guidance to and train accounting staff, establish effective working relationships with City staff and other governmental agencies;
- Ability to communicate effectively verbally and in writing;
- Ability to operate office machines to include, calculator, scanner, facsimile, photocopier, voicemail systems, and computer;
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, etc.;
- Ability to apply concepts of basic algebra and geometry and to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs;
- Ability to organize and process a large volume of routine paperwork;
- Ability to speak clearly and persuasively in positive or negative situations; listen and clarifies, responds well to questions, participates in meetings;
- Ability to write clearly and informatively, edit work for spelling and grammar, present numerical data effectively, able to read and interpret written information;
- Ability to follow instructions, respond to management direction; complete tasks on time or notifies appropriate person with an alternate plan;
- Ability to meet scheduling and attendance requirements.

**CERTIFICATIONS, LICENSES, REGISTRATIONS:** Certified Municipal Finance Officer.

**Education and/or Work Experience Requirements:** Graduation from an accredited college or university with an Associate's Degree in Business or a related field. A minimum of three (3) years full-time professional employment in accounting, auditing, budgeting, or closely related financial activity. Other combinations of experience and education, which meet the minimum requirements, may be substituted.

### **Physical Requirements:**

- Ability to perform the essential job functions safely and successfully with or without accommodations consistent with the ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- **Environment:** Indoor office environment (tobacco free)
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office environment; to stand, stoop, reach, bend, kneel, squat, to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.

**Print Employee Name:**

*I acknowledge that I have read the job description and requirements for the Finance Assistant position, and I certify by my signature that I can perform these functions.*

**Employee signature:**

**Date:**

Office Use Only:

<b>Approved by:</b>	
<b>Date approved:</b>	6-16-2023
<b>Reviewed:</b>	