



Rio Grande Council of Governments Job Description

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| Title: | Fiscal Coordinator | FLSA Classification: | Exempt |
| Division: | Regional Services | Class No.: | 404 |
| | | Pay Group: | 7 |

Summary of Position

Responsible for the financial management and fiscal monitoring of grants and programs administered by the Division adhering to all State and Federal rules and requirements, and the Rio Grande Council of Governments' (RGCOC) financial management policies and procedures, and assists with carrying out general administrative duties for the Division.

Organizational Relationships

Reports to: Regional Services Director
Directs: This is a non-supervisory position
Other: Has frequent contact with Council of Governments staff, vendors, government agencies, and the general public.

Scope of Work

Essential Duties:

- Prepares, revises, and submits the Division's fiscal year budgets and amendments;
- Prepares and forecasts budgets for new and existing programs;
- Reviews the Division's purchase orders, check requests, travel reports, timesheets, certification reports & any other documents requiring the Director's signature before the Director's review;
- Monitors the financial status of all programs by tracking and recording daily expenditures;
- Forecasts and monitors financial needs of all program activities;
- Monitors and tracks staff leave and maintains salary projection worksheets;
- Maintains and reconciles revenue and expense reports;
- Prepares reports of grant programs detailing budgeted versus actual expenditures;
- Interacts with the Finance Division to ensure that the Division's grants and programs are in compliance;
- Assists the Director in the fiscal management for current and future grant programs;
- Reviews and analyzes monthly general ledgers for the Division;
- Analyzes and interprets financial data, identifies problem areas, and recommends problem-solving solutions or actions;
- Complies with grants' and contracts' special conditions or requirements;
- Maintains and provides ongoing schedules for the year-end audit;
- In the absence of the Regional Services Director, serves as the Division's authorized signatory representative on purchase orders, check requests, travel reports, timesheets, and certification reports;
- Assists outside auditors; and
- Assists the Division and performs other duties the Regional Services Director assigns.

Responsibilities:

- Reports entry access problems, telephone system and information technology asset malfunctions, and any potential building hazards or faults per Rio Grande Councils of Governments policies and procedures, and
- Required to assist the public information officer (Executive Director) with open records requests.

Qualifications:

A Bachelor's degree in accounting and a minimum of two years of accounting work experience;

Or an Associate's degree in accounting, finance, or a related field with four years of accounting work experience;

Or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Must pass a background investigation.

Knowledge of:

- Payroll and accounts payable activities to include the process, policies, and procedures.
- Governmental accounting and financial management practices, cash management, policies, and procedures;
- Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB);
- Office of Management and Budget (OMB) Uniform Guidance: Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards;
- Extensive general ledger work experience in analyzing accounts for the accuracy of classification and posting of daily financial activities;
- Preparing and analyzing budget versus actual fiscal activities of assigned programs;
- Preparing and presenting clear, concise oral and written communications of accounting reports and schedules for management and regulatory agencies;
- Techniques for effective interpersonal communications;
- English usage, grammar, punctuation, and spelling;
- The practices of modern office procedures; and
- Microsoft Windows operating systems and Microsoft Office products such as Outlook, Excel, Word, and OneDrive.

Skills

- Work quickly and accurately with numbers;
- Be organized, efficient, and detail-oriented; and
- Strong writing skills.

Abilities

- Be a self-starter, plan and work independently without close supervision;
- Maintain confidentiality with sensitive or controversial issues and items;
- Work in a fast-paced environment with a demonstrated capability to prioritize multiple tasks and meet deadlines;
- Provide clear, concise oral and written communication;
- Follow oral and written instructions; and
- Develop reasonable proficiency with all job functions and office equipment.

Every position at the Rio Grande Council of Governments requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Maintain effective interpersonal communications and exercise a calm and patient demeanor when dealing with staff, the public, other agencies, and vendors;
- Maintain strict confidentiality; and
- Project positive support for their Division and the organization at all times.

Certificates and Licenses Required:

- Must have a valid driver's license and vehicle insurance; and
- Responsible for completing any state-mandated training as required.

Physical Demands: Performs tasks requiring both sitting and standing for extended periods, and may require walking for short periods at a time; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; lifting or carrying of light to moderate equipment or supplies weighing up to 35 pounds; requires hand and finger dexterity sufficient to use computers and standard office equipment to perform assignments.

Work Environment: office setting

Job Location: RGCOG Main office located at 8037 Lockheed Drive, Suite 100, El Paso, Texas 79925

Equipment: computer, ten-key calculator, typewriter, copy machine, fax machine, and other office equipment related to job performance.

Note: The information contained is intended to provide a general description of the nature and level of work to be performed by employees and shall not be construed as an exhaustive and all-inclusive list of duties, responsibilities, skills, and requirements and is subject to change at the discretion of the Rio Grande Council of Governments.

**In accordance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.*