



Job Posting

Financial and Administrative Assistant

June 2024

Floyd County Government is recruiting for a Financial Assistant. This position is directly responsible to the Deputy County Administrator and is responsible for a variety of detailed tasks involving the preparation and maintenance of fiscal, accounts payable, accounts receivable, grant tracking assistance, and cash receipt records. The ability to communicate effectively, handle detailed tasks, work independently, and contribute to a positive work team are key. This is a full-time position with all standard county government employment benefits.

Essential Duties and Responsibilities

The person in this role serves as the primary contact for all issues related to accounts payable and most issues related to accounts receivable. Will also play a critical role in grant fund management, tracking, and reporting. A sample of key responsibilities include:

- Preparing checks and electronic funds transfers to vendors for products/services received and to employees for expense reimbursements.
- Preparing incoming invoices for on-time payment, ensuring proper documentation is attached and the correct project ID and account numbers are used.
- Entering invoices and expenditures accurately in county software.
- Assisting in the preparation and maintenance of financial records and reports for designated programs including budgets, invoices, and financial statements.
- Tracking agency leases, contracts, and receivables ensuring all are current, and notifying appropriate program/department staff when action needs to be taken.
- Maintaining an accurate filing system for vendor files and cash receipts.
- Support other professional staff in grant fund management, reporting, and accounting.

- Working with financial institutions and other county offices on matters of A/P and A/R.
- Attending and participating in training and skills updates as needed.
- Performs other duties as needed at the direction of the County Administrator or Deputy County Administrator/CFO.

Knowledge, Skills, and Abilities

This position requires a thorough knowledge of accounting principles and practices, an ability to work effectively with a variety of accounting software, an aptitude for mathematical computation, and an ability to communicate effectively. The specialist will need to be skilled at maintaining excellent working relationships with other staff, the public, funders, and other county officials and offices. They must be able to effectively explain agency requirements and work professionally and confidentially. A willingness to offer positive and effective recommendations for process improvement and an ability to be flexible is key. Representing the county professionally and respectfully is also a must. All employees are expected to step up and assist when needed as a part of being a good team.

Qualifications

A successful candidate will have a minimum of two years of related experience and a desire to contribute to a positive work environment. An Associate degree in accounting or a related field is expected, Bachelor's preferred. Experience with bookkeeping and Excel is expected.

Additional Information

This position is full-time, hourly, and non-exempt. Employee hours are standard county office hours (8:00 am – 4:30 pm, M-F). Flexible scheduling may be available depending on the needs of the county. The position may require extended workday hours to meet specific deadlines. A pre-employment criminal background check will be required.

Applications will be accepted on a rolling basis until filled.

Floyd County application forms may be obtained at the Floyd County Administration Building or online. www.floydcova.gov. Applications can also be submitted through Indeed. All successful applicants will be expected to provide a position-specific cover letter and a listing of personal and professional references.

Floyd County is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer/Affirmative Action Employer, making decisions without regard to race, sex, gender identity, sexual orientation, national origins, creed, religion, disability, genetics, pregnancy, childbirth, or related medical conditions including lactation, age, color, marital status, military status, and any other characteristic protected by federal, state, or local law or regulation.