



**EAST CENTRAL**  
Regional Development Commission

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Department: Finance
Supervisory: Executive Director
FLSA Status:
Grade:
Revision Date: February 2022
Prepared by: DDA Human Resources

**Job Summary:**

Directs and manages the financial operations and programs of the East Central Regional Development Commission.

**Scope of Responsibility:**

Responsible to develop, manage, implement, evaluate, document and report the financial programs and activities of the Commission.

**Essential Duties and Responsibilities:**

1. Manages grant fiscal operations.
  - 1.1. Documents payments, receivables and expenditures.
  - 1.2. Prepares monthly records and reports for all grant related activities.
  - 1.3. Manages grant databases.
  - 1.4. Performs invoicing, accounting, record maintenance, reporting and other administrative functions to ensure successful execution of grant process.
  - 1.5. Prepares grant financial or budget plans and allocation in collaboration with the planning department.
  - 1.6. Establishes budgeting and internal control policies and procedures.
  - 1.7. Ensures compliance with all applicable laws and regulations governing the activities of East Central Regional Development Commission.
  - 1.8. Monitors paperwork and documents connected with grant-funded programs.
  - 1.9. Administers grant agreements through the award life cycle.
  
2. Manages Revolving Loan Funds.

- 2.1. Sets up new loans on computer.
  - 2.2. Maintains RLF financial information.
  - 2.3. Prepares loan checks.
  - 2.4. Prepares and provides reports to the RLF loan committee and completes reports to funding agencies.
3. Manages Commission administrative fiscal activities including: tax reports, reports to state and federal agencies, prepares reports for Commission, prepares agency-wide budgets/program budgets under executive director's supervision, prepares W2s, closes books at end of fiscal year and prepares work papers/reports for the auditors, etc.
  4. Assists the Executive Director to analyze budget trends and make recommendations for cost control and reduction.
  5. Prepares and provides detailed reports to the Commission and Executive Director with respect to the organization's progress.
  6. Maintains the Accounting Procedure Manual.
  7. Establishes fiscal and administrative policies and procedures. Participates in management decisions having financial impact.
  8. Performs other duties as assigned or apparent.

**Minimum Qualifications:**

Minimum job requirements include Bachelor's Degree in finance, accounting or related field of study and three years relevant experience or equivalent combination of education/training/experience. Driver's License required.

Additional preferred qualifications include; knowledge of principles and practices of governmental accounting; knowledge of federal, state, local laws and ordinances pertaining to financial administration and reporting methods; experience and/or ability to learn computer applications for financial management; experience and/or ability to learn various state or federal on-line grant reporting systems and ability to prepare clear financial reports, interpret and summarize financial data, and assist Executive Director with financial projections and budget.

**Physical Demands & Working Conditions:**

Work is performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury in the office. Work is light duty with ability to lift, carry or push up to 10 pounds. Extensive keyboarding may put incumbent at risk for repetitive motion injury or eyestrain.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board and Executive Director retain the discretion to add duties or change the duties of this position at any time.

**Core Competencies and Abilities:**

**Quality of Work**

- Maintains a high level of accuracy and attention to detail.
- Demonstrates the ability to use resources productively, effectively, and efficiently.
- Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach.
- Develops and maintains good working knowledge of job responsibilities and prescribed procedures, which facilitates the efficient performance of duties.
- Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

**Quantity of Work**

- Exhibits good organizational and time management skills: plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.
- Self-motivated and works independently: demonstrates willingness to assume new and challenging assignments.
- Demonstrates ability to work well under pressure, utilizing resources effectively.

**Professional Conduct/Integrity**

- Demonstrates knowledge and actions consistent with the organization's values and code of ethics and conduct.
- Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.
- Shows respect for others' ideas, perspectives, and styles.
- Demonstrates appropriate business etiquette and social skills.

**Customer Service**

- Provides information, options, and/or solutions to inquiries, concerns, and/or requests from the diverse public in a respectful manner.
- Maintains the reputation of providing a high-level of customer satisfaction.

**Communication**

- Demonstrates the ability to develop and maintain working relationships to produce results, and a work environment that builds rapport and trust.

- Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- Maintains confidentiality.
- Listens well; respects viewpoints different than own.
- Contributes knowledge, experience, and feedback appropriately to others.

**Safety**

- Maintains a safe work environment by complying with safety policies and procedures, and attends necessary trainings.
- Performs duties with consideration to minimize risk. Reports safety concerns to appropriate parties.

**Accountability and Dependability**

- Adheres to all organizational policies and procedures.
- Competently performs all required job duties.
- Maintains an acceptable record of work attendance, and punctuality in accordance with requirements.