



ROOSEVELT COUNTY – JOB DESCRIPTION

Financial Specialist JOB DESCRIPTION

Position Title:	Financial Specialist	Exemption Status:	Hourly
Job Classification:	18	Probationary Status	Six months
Department:	Administration		
Reports to:	County Manager	Last Update:	October 31, 2014

Job Summary

Under limited supervision, assist County Manager (CM) with all aspects of Financial Specialist for the County including areas related to knowledge of accounting and purchasing practices, knowledge of laws and regulations relating to accounting and purchasing practices. Duties include formulating policies and procedures for Finance and Procurement and recommending policies and procedures to management.

Essential Functions

- Oversee accounting and purchasing duties for county, ensuring that all functions are in compliance with local, state, and federal laws and regulations.
- Serve as chief procurement officer for Roosevelt County
- Receive and review all vendor billings for the proper distribution of expenses to departments within county.
- Monitor department budgets and spending activity to ensure compliance with budgetary constraints for fiscal year.
- Assist with preparation of annual fiscal budget for submission to the County Commission and the Department of Finance and Administration (DFA).
- Implement and input approved budget data into computer system.
- Approve and monitor all journal entries, posting such entries to the cash disbursement and general ledger accounts.
- Review with each county department or agency the financial status and overall financial operations of their programs.
- Prepare financial reports on the funding of various projects or programs, including those of the state and federal governments.
- Prepare annual or fiscal year close-out reports for year-end audit.
- Monitors requisition of purchases for county departments in compliance with regulations and budget accommodations.
- Review all purchase orders to determine if they should be approved or disapproved.
- Supervise preparation of contracts, vendor billings, and receipts for payment, as well as the process related to these documents.
- Conduct and/or attend meetings pertaining to financial matters of the county.
- Perform all duties with minimal supervision. May be required to work irregular hours, attend other job-related meetings, and perform other duties as assigned.
- Must be able to apply math skills and know and be able to apply extensive and often complex records-keeping systems and procedures in budget preparations.
- Must be able to conduct planning on a long-term basis in preparation of budgets.
- Must be knowledgeable of duties performed by payroll clerk and receptionist, in order to cross train.
- Must be able to write reports with proper format, and verify accuracy of information in reports.
- Must be able to organize and prioritize numerous tasks requiring the use of mental capabilities.

Non-Essential Functions

- Perform other duties as assigned.

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Report to work on time and as scheduled.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- Associates Degree required.
- Bachelor's Degree in Finance, Accounting or Business Administration preferred.
- Direct work experience 3-5 years may be considered in lieu of degree.
- Must complete Chief Procurement Office Certification within 6 months of employment.
- Must possess a valid New Mexico Driver's License;
- Must pass a pre-employment Drug Test.
- Must comply with safety guidelines of the County.

Knowledge, Skills, and Abilities

- Knowledge of finance, and accounting
- Knowledge of accounting and purchasing practices, methods, and procedures
- Ability to maintain confidentiality of all personnel, financial, and other information.
- Strong organizational and interpersonal skills.
- Ability to use good judgment in determining work assignments.
- Ability to determine appropriate course of action in more complex situations.
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.
- Ability to complete work assignments accurately and in a timely manner.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle difficult situations involving customers, staff, or others in a professional manner.

Physical Requirements and Environmental Conditions

- Work irregular hours including after hours
- Work under stressful conditions and under extreme pressures
- Work in varying degrees of temperature (heated or air conditioned).
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.
- Manual and finger dexterity
- Hand and eye coordination
- Corrected vision and hearing to within normal range

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date

Technical							
LICENSE / CERTIFICATION (P.E., Attorney, CPA, etc.)	Date Issued	Issued by (State or Other Authority)	License No.	Location of Issuing Authority (City & State)			

Special Skills/Qualifications: List ALL special skills you possess and machines or equipment you can use, such as calculators, printing or graphics, computer equipment, types of software and hardware.

What language(s) do you speak and or write fluently? _____

How fluently? Fair () Good () Excellent ()

Have you ever been employed by Roosevelt County? Yes () No ()

If yes, list the departments and dates of employment _____

REFERENCES: Please provide names, addresses and phone number of three references NOT related to you (exclude former employers) in order to be considered for employment.

Name	Address	City/State	Phone Number
------	---------	------------	--------------

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, separated. I understand that failure to complete the application may be sufficient cause for rejection of this application or separation after employment. I also understand that if I am employed by the County, I must comply with its policies, procedures and directives as a condition of employment. I further understand that no employee or representative of Roosevelt County, other than the County Manager, has the authority to enter into any agreement for employment for any specified period of time.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.

I, the undersigned, authorize any and all of my present and past employers, law enforcement agencies, courts and motor vehicle departments to disclose information regarding my character, integrity, reputation, work performance and job duties to **Roosevelt County**.

I understand that **Roosevelt County** will keep the information provided during the employment process confidential to the extent permitted by law. This application, along with any attachments, becomes the property of **Roosevelt County**.

It is the policy of **Roosevelt County** that applicants given a Conditional Offer of Employment take a drug test to show they are substance free. In order to protect the safety of co workers and the public, any applicant who refuses to take such test and/or whose test shows illegal drug use will not be employed by **Roosevelt County**.

THIS APPLICATION MUST BE SIGNED

Sign Here _____
Applicant's Signature Date

ROOSEVELT COUNTY DRUG AND ALCOHOL ABUSE POLICY APPLICANT'S OVERVIEW FORM

Roosevelt County has a commitment to a drug-free workplace as a leader in promoting a drug-free work force.

All applicants, upon a conditional offer of employment for regular, full-time or part-time, safety-sensitive positions and temporary positions, will be required to submit a to a pre-employment alcohol/drug screen. A job applicant who refuses to consent to a drug and alcohol test, fails to report to collection site, or fails (tests positive) such test will be denied employment.

If a sample is positive for substances that may be associated with prescription medication, the applicant will be given the opportunity to report any medications that have been recently used to the Director of Human Resources, and will be asked to supply proof of valid prescription.

An applicant who tests positive on an alcohol/drug test may elect to have, at the applicant's expense, a portion of the original specimen retested by another approved testing facility, using the cut-off levels which are standard at the time of the testing. The request for a retest must be made within two working days of the applicant's notification of positive results. The original testing laboratory shall then arrange for the shipment of the sample to the approved testing facility of the applicant's choosing. The County shall reimburse the applicant for the retest if the retest is negative.

All employees are subject to the Drug and Alcohol Policy depending upon their jobs, which may include testing under the following conditions: post-vehicle accident, post-incident, reasonable suspicion, and random.

I certify that I have read the above overview of the Roosevelt County Drug and Alcohol Abuse Policy and consent to comply with all provisions of the policy.

Printed Name

Applicant's Signature

Date

EMPLOYMENT HISTORY

List present or most recent positions first. This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications. If you need additional space to adequately describe your employment history, you may use an employment history supplemental page or attach a typed employment history providing the same information in the same format as this application form.

_____ Company Name		_____ Company Address/City/State		
_____ Company Phone Number w/Area Code		_____ Your Position/Title		
_____ Name of Immediate Supervisor/Supervisor's Title		_____ Supervisor's Telephone Number		
_____ Beginning Salary	_____ Ending Salary	_____ Start Date MM/YYYY	_____ Ending Date MM/YYYY	_____ Hours Worked Per Week
Describe Your Duties: _____				

Reason for Leaving: _____				
May we contact your present employer? _____ YES _____ NO				

_____ Company Name		_____ Company Address/City/State		
_____ Company Phone Number w/Area Code		_____ Your Position/Title		
_____ Name of Immediate Supervisor/Supervisor's Title		_____ Supervisor's Telephone Number		
_____ Beginning Salary	_____ Ending Salary	_____ Start Date MM/YYYY	_____ Ending Date MM/YYYY	_____ Hours Worked Per Week
Describe Your Duties: _____				

Reason for Leaving: _____				
May we contact your present employer? _____ YES _____ NO				

EMPLOYMENT HISTORY

You may copy and attach several pages if necessary

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact your present employer? YES NO

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties: _____

Reason for Leaving: _____

May we contact your present employer? YES NO

CONFIDENTIAL

ROOSEVELT COUNTY APPLICANT PROFILE

This page will be used only for statistical purposes in complying with the record keeping requirements of the Federal Government and to assure equal employment opportunity in the County's hiring practices. This profile will be filed separately from your application and the information contained will not be used in determining eligibility for employment. Participation is voluntary, but encouraged. Thank you for your interest in Roosevelt County Government. Roosevelt County is an equal opportunity employer.

Position(s) applied for: _____

Today's Date: _____ Date of Birth: _____

Name: _____

Address: _____

Street/PO Box

City

State

Zip

1. Are you a veteran? () YES () NO
If so, what branch and when? _____
2. Are you Male () or Female ()
3. What is your ethnic background? (Please check only one)
() White
() African-American
() Hispanic
() American Indian or Alaskan Native
() Asian or Pacific Islander
() Other (Please explain) _____
4. How did you learn about this job? (Please check only one)
() Newspaper
() Walk in
() Referral by current/past employees
() Telephone inquiry
() Radio / TV
() Internet / Website
() Other (Please explain) _____
5. Do you consider yourself or do others consider you to be handicapped or disabled? () YES () NO
6. Do you have any physical limitations that without reasonable accommodations could affect your ability to successfully perform the job for which you are applying? () YES () NO
If YES, please explain below:

DATE

INJURY

EMPLOYER

DOCTOR
