

# PLANNING AND DEVELOPMENT DISTRICT III YANKTON, SOUTH DAKOTA

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Assistant Finance Officer
<b>REPORTS TO:</b>	District Director
<b>SUPERVISORY ROLE:</b>	Not Applicable
<b>OTHER MANAGEMENT GUIDANCE:</b>	MRC Regional Rail Authority Board of Directors Areawide Business Council Board of Directors
<b>INTRODUCTORY PERIOD:</b>	Six Months

### Primary Areas of Responsibility

- ❖ To coordinate and implement the financial management practices of District III, the Areawide Business Council, and contracted entities under the direction of the District Director and Finance Officer.
- ❖ Assists the Finance Officer in essential job duties.

### Essential Job Duties

#### District III:

- ❖ Prepares monthly financial statements.
- ❖ Provides fiscal analysis of finances for management purposes.
- ❖ Presents financial, benefits, and program information to the Executive Board and full Committee.
- ❖ Prepares and monitors the District's annual budget.
- ❖ Provides information to auditors.
- ❖ Monitors costs for allowability for programs.
- ❖ Communicates with and facilitates program compliance with state, federal, and other agencies.
- ❖ Prepares financial reports for various State and Federal programs.
- ❖ Assists in preparing budgets for applications for District III and member funding.
- ❖ Develops the Indirect Cost Plan and obtains Federal approval of Plan.
- ❖ Maintains information on procurement regulations and office policies.
- ❖ Prepares all vouchers and checks.
- ❖ Records all ACH and paper receipts and prepares deposits.
- ❖ Issues payroll checks.
- ❖ Deposits payroll taxes in a timely manner.
- ❖ Prepares quarterly and year-end payroll reports.
- ❖ Stays current on payroll and HR laws and requirements.
- ❖ Completes paperwork for new hires.
- ❖ Reviews and maintains benefits paperwork and compliance for employees.
- ❖ Reviews and processes Section 125 FSA reimbursements.
- ❖ Works on other financial or non-financial programs and projects as needed.

#### MRC Regional Railroad Authority:

- ❖ Prepares annual financial reports.

- ❖ Prepares board meeting agendas and handouts.
- ❖ Attends board meetings and takes minutes.
- ❖ Prepares vouchers and checks.
- ❖ Records ACH and paper receipts.

Areawide Business Council (ABC) Revolving Loan Fund (RLF):

- ❖ Prepares quarterly financial reports.
- ❖ Prepares periodic reports for government agencies and internal board use.
- ❖ Monitors costs for allowability for programs.
- ❖ Works with the RLF Manager to develop RLF operating plans and procedures.
- ❖ Monitors RLF programs and regulations for changes in compliance requirements or funding opportunities.
- ❖ Communicates with and facilitates program compliance with State, Federal, and other agencies.
- ❖ Interacts with the RLF Manager regarding financial and program issues.
- ❖ Prepares 990 tax return.
- ❖ Prepares vouchers and checks.
- ❖ Records ACH and paper loan payments and prepares deposits.

**Other Activities**

- ❖ Will attend District Committee, Executive Board, ABC, and MRC meetings as requested by the Director.
- ❖ May be required to attend meetings within the District area, including evening meetings.
- ❖ May be required to stay overnight to participate in certain meetings.
- ❖ Will attend out-of-area meetings, if necessary, for training or management activities.
- ❖ May provide input to the Director on personnel matters, as requested.

**Skills**

- ❖ Must understand financial statements, budgeting, and cashflow analysis.
- ❖ Must be proficient in QuickBooks or other accounting software.
- ❖ Must be proficient in Excel and comfortable with Word.
- ❖ Must be able to maintain confidential information.
- ❖ Must possess excellent math/accounting abilities.
- ❖ Must possess good communication skills (written and verbal).
- ❖ Must be able to tactfully deal with a variety of people.
- ❖ Must be able to establish and meet deadlines.
- ❖ Must be able to organize and manage financial records and files.

**Education/Work Experience**

- ❖ AA, AS, BA, or BS in accounting and
- ❖ Five (5) years' experience in all aspects of bookkeeping, accounting, and financial analysis.

**Other Essential Requirements**

- ❖ Must be bondable.
- ❖ Must successfully complete the National Development Council (NDC) Economic Development Finance Certification Program, at the direction of District III, within two years of employment.
- ❖ Must have a valid driver's license and the ability to drive a vehicle for work purposes.

**Certification**

I hereby certify that I have read and accept the duties and obligations associated with this

position. I further acknowledge that this job description does not constitute a contract or guarantee of employment.

I also understand and agree that employment with District III is for no definite period, that employment and compensation can be terminated with or without cause, with or without notice, at any time, at the option of either District Iii or the employee.

\_\_\_\_\_  
Date

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Employee Signature