

Virginia's Region 2000 Partnership Classification Description

Classification Title: Finance Associate
Department: Services Authority
Supervisor: Solid Waste Business Manager
Pay Grade: 106
FLSA Status: Non-exempt

General Statement of Job

The Finance Associate provides a variety of financial, technical and office support duties necessary to deliver and provide direct or indirect services to the Service Authority members and customers. This position performs functions to include billing, financial reporting, procurement, customer service and management of cash.

Specific Duties and Responsibilities

Essential Functions:

Perform monthly billing, collections reporting, finance charges, debits and credits, monthly revenue reports, and prepare monthly and daily tonnage reports and charts.

Manage and verify petty cash, monthly bank statements, and development of Request for Proposals (RFPs) and specifications for procurement of capital items.

Setup Customer Charge Accounts/Check Credit References.

Accept, receive, and/or collect payments.

Perform daily audit and edit of scale house tickets and transaction reports.

Perform typical administrative and receptionist duties including but not limited to managing routine customer and employee problems.

Create daily landfill material reports for GPS monitoring.

Assist with Scale Operator training.

Prepare correspondence and other written materials for review.

Serve as backup to Business Manager and Scale Operator as needed.

When unusual situations occur and/or a local official declares a State of Emergency, all Authority employees may be required to accept special assignments and perform as needed to ensure appropriate service delivery.

Attends meetings as required.

Perform other duties to provide direct or indirect service to the authority members or customers may be assigned.

Knowledge, Skills, and Abilities

- Knowledge of small office equipment, including copy machines or multi-line telephone systems.
- Advanced Microsoft Office skills as well as other computer knowledge necessary for data entry, word processing, and/or accounting purposes.
- Knowledge of and/or skills in landfill related software.
- Advanced skill in specific job-related application and equipment.
- Ability to operate a vehicle.
- Ability to analyze situations and use judgment within complex established procedures, practices or past precedents.
- Ability to understand implications of decisions.
- Skillfully manage competing demands.
- Ability to make mathematical computations quickly and accurately.
- Ability to display original thinking and creativity in making complex decisions.
- Ability to improve processes, services, etc.

Education and Experience

High school diploma or equivalent course work in accounting, business management or related field and one to two years of accounting/bookkeeping experience desirable; Associate's degree preferred. An equivalent combination of education and experience may be considered.

Depending on work assignment, may be required to have a valid driver's license issued by the Commonwealth of Virginia and acceptable driving record.

Physical Conditions and Work Environment

Work is normally performed in office environment in a seated position; regularly required to sit for long periods of time, and to use fingers and hands to operate equipment and to gather, sort and process documents. Occasionally required to stand, walk, stoop, kneel and crouch, and to lift up to 10 pounds. Vision requirements include close vision and ability to adjust focus. Other requirements regarding talking, hearing, lifting and vision are dependent on work assignment.

Date Approved:

Date Amended: December 7, 2018