

Central Virginia Planning District Commission Classification Description

Classification Title: Financial Services Professional

Department: CVPDC

Supervisor: Deputy Director of Finance

Pay Grade: 111

FLSA Status: Exempt

General Statement of Job

The Financial Services Professional performs diversified financial and administrative duties for the Central Virginia Planning District Commission (CVPDC or Commission) and contracted Boards and Authorities. This position also performs human resources duties and serves as the backup to the Deputy Director of Finance.

Specific Duties and Responsibilities

Essential Functions:

Receive payments from billed solid waste customers, enters data into appropriate computer programs, and prepares appropriate deposits.

Records vendor invoices, prepares vendor checks and invoices customers as appropriate. Maintains accounting records in compliance with Generally Accepted Accounting Principles for assigned organizations.

Manages payroll and employee benefits programs either directly or through contracted services. Schedule and conduct Open Enrollment events as needed.

Provide input for the preparation of the annual Commission and Services Authority budgets.

Prepare monthly/quarterly financial reports for the Services Authority and other organizations as assigned.

Prepare payroll reports or may manage a payroll contracting service but all in compliance with Federal, State, Virginia Retirement System and VEC requirements.

Prepare reconciliations as needed.

Serve as backup to the Deputy Director of Finance for overall financial related tasks.

Provide assistance with external audit function for assigned organizations, provide documentation to support financials.

Manages human resources activities for the contracted Boards and Authorities including maintaining personnel files, developing and updating personnel policies and job descriptions, recruitment, new hire orientations and managing employee grievance process, performs salary studies, provides benefit information as needed.

Compile and/or submit reports to State and Federal Agencies with the assistance of the Solid Waste Director as requested.

Deliver materials to landfill sites as needed and make bank deposits as necessary.

Review and manage procurement of large and capital items and assist in development of specifications and Request for Proposals as appropriate;

Coordinate organizational liability insurance activities, which includes review of property schedules, obtaining Certificates of Insurance, and other insurance related duties.

Review and ensure compliance with state record retention rules.

Perform other duties as assigned.

Knowledge, Skills, and Abilities:

Thorough knowledge of accounting including payroll, accounts receivable practices and procedures, accounts payable, reconciliations, etc.

Knowledge of current Human Resources practices and procedures, including benefits administration.

Ability to make mathematical computations quickly and accurately.

Thorough knowledge and experience in the use of modern office equipment including personal computers with accounting, word processing, spreadsheets and databases.

Ability to exercise independent judgment, discretion and initiative completing assignments and handling public contact situations.

Education and Experience

Possess any combination of education equivalent to graduation from an accredited two-year college with emphasis on computer and business. Bachelor's degree preferred.

Three (3) years' experience involving complex financial transactions, OR any acceptable combination determined to be sufficient to perform the essential functions listed above.

Valid Driver's License and acceptable driving record is required.

Relevant background checks must be completed and approved.

Physical Conditions and Work Environment

Duties are normally performed in an office setting in a seated position where no hazardous conditions are prevalent; regularly required to use fingers and hands to operate computer and other equipment and to gather, sort and process documents; regularly required to talk and hear; is occasionally required to stand, walk, stoop, kneel, reach and crouch, and to lift office items up to 30 pounds in weight.

Date Approved:

Date Amended: June 15, 2018