



**EAST CENTRAL**  
Regional Development Commission  
ECRDC.org • (320) 679-4065  
100 Park St S, Mora, MN 55051

## Job Description ECRDC Finance Officer

### Principle Responsibilities

Accounting, which includes but not limited to: bank deposits, accounts payable, supervising payroll, code cash receipts and journal entries and enter on computer, close books monthly, monthly tax reports, quarterly reports to state and federal agencies, prepare reports for Commission, prepare agency-wide budgets/program budgets under executive director's supervision, prepare W2s, close books at end of fiscal year and prepare work papers/reports for the auditors, etc.

Provide financial administration for grants including preparing financial/budget plans, invoicing, accounting, reporting, and other functions to ensure successful execution of grant process.

Revolving Loan Fund (RLF) program duties which include: establish new loans on computer, maintain RLF financial information, write loan checks, provide updated report to the RLF loan committee and complete required reports to funding agencies.

Maintain Accounting Procedure Manual which includes: add new policies and update procedures as necessary and get Commission approval.

### Skill Requirements

- Knowledge of basic government accounting principals and methodologies.
- Knowledge of payroll procedures and requirements.
- Knowledge of charts of accounts, general ledger, accounts payable, all other bookkeeping functions of a public agency.
- Experience and/or ability to learn computer application for financial management.
- Experience and/or ability to learn various state or federal on-line grant reporting systems.
- Ability to utilize word processing, spreadsheets, and email software programs.
- Ability to prepare clear financial reports, interpret and summarize financial data, assist Executive Director with financial projections and budget.
- Familiarity with accounting and financial reporting standards as established by the Governmental Accounting Standards Board (GASB)
- Must have knowledge of basic audit requirements, ability to work with/prepare audit schedules for agency auditors and assist in development of audit reports.
- Ability to manage timelines and deliverables.
- Ability to set up administrative and financial systems for new projects and programs.

### Preferred Position Requirements:

Four-year accounting degree from an accredited college or university or completion of certificate program with similar coursework focus and requirements, plus minimum one year paid work experience, preferably in a publicly funded agency, with basic accounting responsibilities. Two- year increments of paid full-time work experience, preferably in a publicly funded agency, which include in-service training in accounting, with responsibility across a wide spectrum of accounting/ bookkeeping functions may substitute for educational requirements.

**Progress through leadership and advocacy**

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