

## FINANCE DIVISION

### ACCOUNTANT

#### JOB DESCRIPTION:

The Financial Management Officer is responsible for planning and directing financial accounting, budgeting, auditing, investments, cash management and other fiscal operations and functions. This includes directing staff activities in maintaining, analyzing and reporting financial accounting data, developing appropriate accounting systems, establishing necessary financial controls, approving various expenditures and obligations, planning and conducting internal and external audits, developing budget work programs and recommendations concerning appropriations, and similar functions

Financial Management Officer will report directly to the Chief Operating Officer

#### ASSIGNMENT OF RESPONSIBILITY AND AUTHORITY:

- Plans, directs and coordinates fiscal operations and financial accounting functions within Timberline.
- Responsible for company payroll
- Acts as liaison for outsourced accounting services as needed
- Develops procedures for recording revenues and expenditures; directs the maintenance of accounting records concerning appropriations or other revenues, payroll expenses, supply and equipment purchases, travel expenses, contracting costs, and other financial transactions
- Plans and directs operational or financial audits and other reviews to insure financial accountability, insure compliance with established standards, and enhance company operating procedures.
- Directs the preparation of financial statements and provides reports in a timely, regularly scheduled interval
- Reviews and approves obligations and expenditures as needed.
- Establishes necessary fiscal controls to insure appropriate accountability for revenues and expenditures.
- Directs the review and preparation of budget work programs; reviews and approves company budget requests

#### QUALIFICATIONS:

- Certified Public Accountant (Preferred not required)
- Quickbooks accounting experience or equivalent
- two years management experience
- motivated with self-imposed expectations of high standards of performance
- possess good managerial skills and leadership qualities
- ability to work under pressure
- ability to speak with clarity and exercise good judgment
- proficient in use of computer programs to include Timberline, Microsoft Office
- Knowledge of generally accepted accounting principles and theories
- Knowledge of financial statements and reports
- Knowledge of accounting ledgers and journals
- Knowledge of computer technology related to accounting systems
- Ability to prepare basic financial statements and reports in a timely manner
- Ability to review and analyze financial information
- Ability to maintain routine accounting data in appropriate ledgers and journals (e.g. Quickbooks)
- Knowledge of payroll systems and budget preparation
- Ability to review revenue and cost data for the preparation of budget work programs
- knowledge of governmental accounting standards and demonstrated ability to perform highly independent work, make independent decisions and resolve complex accounting and financial problems
- ability to supervise and direct the work of others