



Finance and Human Resources Assistant

Reports to: Finance and Human Resource Director

Department: Administration

Employment Status: Full-Time

FLSA Status: Exempt

Supervisory: None

General Purpose Statement

The Finance and Human Resource Assistant performs a variety of accounting duties and human resource duties for the Authority. Finance-related tasks include supporting processes such as payroll preparation and processing, audit preparation, processing transactions and expense and reimbursement requests, general bookkeeping using the Authority's Financial Software (QuickBooks), financial recordkeeping and reconciliation with Microsoft Excel, and other tasks that may be needed to support the Finance division. Human resources-related tasks include supporting processes such as on-boarding and off-boarding employees and volunteers, payroll processing, records management, staying abreast of all state and federal laws by which the Authority must abide, and other tasks that may be needed to support the Human Resources division. The Finance and Human Resource Assistant provides confidential and technical support for the Authority business.

Essential Duties and Responsibilities

- Oversees and maintains the complete payroll process to include salary changes, new hires, terminations, status changes, compensation adjustments, and deductions
- Manages pension administration for administrative and responder personnel to include enrollments and terminations
- Troubleshoots and corrects payroll errors and discrepancies
- Ensures appropriate security and confidentiality of employee information and records
- Data entry into multiple computer programs
- Coordinates accounts payable including maintaining vendor information, verifying account codes, and assuring documentation standards are met, processing checks, reconciling accounts, and creating reports
- Works as the designated election official for the Eagle and Pitkin counties and is responsible for oversight of District/Authority elections.
- Prepares and processes accounts receivables invoices, which include all special duty work assignments by staff as well as outside agencies that provide public safety services for events
- Prepares batch deposits for accounts receivables, and makes deposits as needed
- Balances and files reports in compliance with records retention guidelines
- Maintains vendor information, verifying accounting codes, and assuring documentation standards are met
- Contact vendors by telephone, computer, or mail to verify information on invoices if a problem arises
- Assists with the annual audit preparation
- Assists with recruitment for full-time, part-time, and volunteer positions by distributing job announcements and advertising for vacant positions for placement on appropriate hiring outlets and professional organizations
- Assists with the contingent job offer process with communication with the candidates and the vendors to process tests



- Back-up for data input into the HRIS system
- Serves as the HR representative for the Volunteer Board
- Conducts reference checks on new hire candidates
- Maintains HR files, correspondence, and other materials; files all correspondence and other records promptly. Makes copies of correspondence or other printed material, as necessary
- Composes, types, and/or edits a variety of correspondence, reports, memoranda, and other material requiring good judgment as to content, accuracy, and completeness.
- Keeps finance and HR apprised of issues and concerns
- Assists with the preparation and distribution of departmental reports
- Establishes priorities to complete scheduled and assigned work within parameters assigned by the supervisor
- Performs other duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of accounts payable and accounts receivable principles and practices
- Knowledge of the concepts and principles of generally accepted accounting procedures and bookkeeping methods
- Knowledge of state and federal election laws and election procedures
- Knowledge of basic principles and procedures of human resources/personnel administration; applicable federal, state, and local laws and regulations
- Knowledge of computer applications and techniques used in the completion of daily assignments
- Knowledge of Authority operations
- Knowledge of accounting terms
- Knowledge of the reporting and record-keeping requirements of finance and Authority operations
- Knowledge of QuickBooks
- Good organizational, communication, and customer service skills
- Mathematical skill to handle required calculations
- Ability to work under stress related to duties that require constant attention to detail and tight deadlines
- Ability to work over-time to meet deadlines
- Ability to become a registered voter in the State of Colorado
- Ability to work with a diverse population of groups
- Ability to effectively communicate information
- Ability to exercise considerable judgment and handle confidential information
- Ability to make decisions, solve problems, and meet Authority objectives
- Ability to use independent judgment and discretion to perform tasks in routine and non-routine situations
- Ability to learn and apply new skills needed for completion of duties

Minimum Qualifications

Minimum of an Associate degree in Finance, Accounting, Human Resource Management, or Business Management; preferred Bachelor's degree in related fields. Minimum of four (4) years of related finance and human resources experience preferably in a special district or government position. An equivalent



combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

The employee is required to maintain relevant certifications the employee has at the time of hiring or obtains during employment with the Authority

Equipment, Environment, Mental, and Physical Activities

- **Driving:** May drive an Authority vehicle or personal vehicle in the normal course of business
- **Office equipment:** Daily use of calculator, copier, fax, scanner, and printer
- **Computer equipment:** Daily use of personnel computer; Microsoft Word, Excel and PowerPoint; Adobe Acrobat; QuickBooks; Zoll; HRIS system, Roaring Fork Fire & EMS; and Fire RMS
- **Other equipment:** shedder, laminator, printer
- **Language skills:** Reads and interprets documents, instructions, and manuals; writes reports and correspondence using proper spelling, grammar, and style; presents information and responds to questions individually and in small groups
- **Mathematical skills:** Performs routine mathematical calculations including fractions, decimals, ratios, percent, and proportions.
- **Reasoning ability:** Interprets instructions in written, oral, or diagram; solves practical problems with little standardization and a variety of concrete variables
- **Physical Activity:** Sits for long periods of time; may walk, stand, bend, stoop, reach climb, carry, and lift for varying periods. Requires continuous and repetitive arm-hand-eye movement
- **Lifting:** May involve lifting and carrying up to 25 pounds for short periods of time
- **Vision and hearing:** Must have visual acuity to see and for short periods of time read paper and electronic documents; must be able to answer telephones, participate in conversations with others, and respond to verbal inquiries
- **Exposure to environmental conditions:** May be exposed to heat, cold, noise, rain, snow, odors, fumes, traffic, and dust/dirt

Hours and Work Schedule

This is a non-exempt position that includes work mainly in the daytime, Monday through Friday; with occasional evening and weekend work.

NOTE: Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristic. The list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Unless the employee has an executed written contract with the Authority, employment with the Authority is terminable at-will of either the employee or the Authority, at any time, without notice, cause, or any specific disciplinary procedures.



Employee Signature

Date