
Delta Regional Authority

JOB DESCRIPTION

Job Title: Finance Administrator (Controller)

Position Summary: The position, under limited supervision, performs professional accounting and administrative work in support of the management and direction of the Delta Regional Authority's (DRA) Department Finance and Administration (DFA). Work involves assisting the Chief Administrative Officer with managing accounting operations to include budgets, audit preparation, procurement, travel, contractual agreements, administrative requirements, payroll procedures, financial reporting and maintaining systems and procedures for payments of DRA grants and administrative expenses. The incumbent will ensure that all functions of his/her work are in compliance with Generally Accepted Accounting Principles (GAAP).

Supervisory Control: The incumbent reports to the Director of Finance and Administration who provides general direction and work assignments. The incumbent should expect to function with minimal supervision in carrying out day-to-day assignments with specific guidance provided in unusual cases.

Supervision Exercised: None at this time

Qualifications:

- Education - A minimum of a Bachelor's Degree from a four-year accredited college or University in accounting, and
- Experience - A minimum of three years in accounting and general office administration, preferably with a governmental entity.

Wage Rate: Salary is based upon salary history, education and experience.

Duties and Responsibilities:

- Data entry for all accounts payable and receivable transactions,
- Monthly reconciliation of all DRA bank and general appropriation accounts,
- Substantiates financial transactions by auditing documents,
- Payment of all grant program requests for reimbursement and administrative expenditures, to include the maintenance and procedures for these vendors,
- Maintains appropriate records of all income and expense accounts based on GAAP,
- Communicates with all internal departments, external vendors and financial institutions to resolve problems and conduct day to day operations in a professional and courteous manner,
- Participates in the preparation, evaluation, justification, and maintenance of budgets and budgetary controls,

- Prepares a variety of detailed accounting and narrative financial statements or ad hoc reports requiring analysis and interpretation.
- Assists in developing and carrying out Personnel Policy decisions outlined in the Personnel Manual,
- Provides limited human resource management to all DRA employees to include policy and procedural training for new employees and monitor employee personnel and attendance paperwork,
- Processes travel reimbursement request per DRA travel guidelines and provides monthly employee travel audit report,
- Assists with the compliance of all DRA procurement guidelines to include the issuance of purchase orders and purchase order maintenance and pre-audit forms,
- Oversees an accounting of all inventory items at all DRA locations,
- Assists in the monthly and biweekly payroll procedures, and
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports.

Additional Job Functions: Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, sending faxes, entering and retrieving computer data.

Knowledge, Skills, and Abilities

- Knowledge of the agency's fiscal programs; of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations,
- Skilled in the use of all general office equipment and computer/computer software to include, Microsoft Word, Excel, Quick Books Pro Software and PowerPoint Software,
- Ability to communicate in a professional manner both orally and in writing,
- Ability to plan, coordinate and prioritize workflow to accommodate monthly reporting and additional timelines, and
- Ability to work accurately with particular attention to detail and meet strict deadlines.

PHYSICAL REQUIREMENTS:

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- (1) Audio-visual discrimination and perception sufficient to: (a) makes accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- (2) A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.

- (3) A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment.
- (4) Ability to operate a motor vehicle; ability to obtain a valid Driver's License; and the ability to travel and potentially work odd hours while performing essential functions.

HOW TO APPLY:

Interested candidates may submit their resume of credentials via email to mharris@dra.gov or first class mail to:

Delta Regional Authority
ATTN: RESUME
236 Sharkey Avenue, Suite 400
Clarksdale, Mississippi 38614

Approved 11/28/2011 Approved 11/28/2011