



Lower Connecticut River Valley Council of Governments

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LOWER CONNECTICUT RIVER VALLEY COUNCIL OF GOVERNMENTS

Financial Administrator Job Opportunity

Lower Connecticut River Valley Council of Governments (RiverCOG) is seeking a full-time professional to administer the finances of a regional government agency. A qualified candidate should have at least 5 years of experience in financial administration in the government, non-profit, or for-profit sectors. A combination of experience and education could be considered. Must be comfortable with using digital technologies and bookkeeping software, such as Quickbooks. Experience with human resources and employee benefits is desirable. The position supervises a part-time financial assistant.

Salary range is \$85,000 - \$110,000 dependent on experience. Position includes generous benefits such as health insurance, defined contribution retirement plan, dental and vision insurance, disability insurance, paid vacation and sick time, flex time, and 13 paid holidays.

Please submit a resume and cover letter to the attention of the Executive Director, Samuel S. Gold, via email to Elizabeth Rolison at erolison@rivercog.org

This position will remain open until filled.

RiverCOG is an equal opportunity employer.

Position Summary

The Financial Administrator prepares and maintains all financial records for the Agency in accordance with generally accepted accounting practices. The Financial Administrator may recommend improvements and implement mandated modifications to the Agency's financial accounting system. Other major duties include assisting the Executive Director with preparation of the annual budget and compilation of periodic financial reports. The Financial Administrator oversees Agency grants and prepares required grant reporting and billing, compiles and maintains human resource records, and serves as human resources coordinator, making recommendations to the Executive Director for renewals and/or changes in benefit programs. The Financial Administrator is the primary designated responder to inquiries relating to Agency financial matters and may serve as primary liaison with Agency's financial consultants when applicable. As part of the overall staff team, the Financial Administrator may assist other staff or perform other office functions in a backup capacity as appropriate and necessary.

Essential Functions

- Manages activities of the Finance Department including accounting, auditing, accounts payable, accounts receivable, payroll, reporting, and forecasting, all subject to Federal and State procedures and audit requirements
- Prepares annual budget

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- Prepares and presents analytical reports to provide financial information and status for management decision-making; produces long-range financial projections; analyzes expenditures, revenues, variances, and trends
- Administers in-house payroll, including quarterly & annual reporting
- Maintains records of banking activities and Agency investments
- Recommends financial budgets in potential Agency grant applications
- Responsible for grant invoicing and reporting, including tracking of billable hours and reimbursable expenses
- Establishes and maintains internal audit procedures
- Prepares and maintains information and financial reports necessary for annual audit and assists auditor during field work
- Manages the acquisition of capital assets and ensures that assets are properly recorded, depreciated, and disposed of, as appropriate
- Maintains human resources records, including employee time sheets, employee benefit status, pension contributions, health insurance, workers' compensation and other personnel matters
- Researches and recommends changes and improvements in financial and human resources matters
- Responds to inquiries about financial matters and financial records of the Agency
- Reviews and develops financial procedure handbooks
- Works with financial consultants that may be employed by the Agency

Additional Duties

- May perform other office functions in a back-up capacity as appropriate and necessary including copy editing and/or proof reading for grant applications and Agency communications.
- Human resources support and research of various programs available to agency and staff including but not limited to insurance programs for various agency operations.

Knowledge, Abilities, and Skills

- Good communication skills, both written and verbal in an individual or group setting.
- Excellent financial and mathematical skills
- Ability to analyze, interpret, and explain complex financial reports and projections.
- Thorough knowledge of computer skills, use of spread sheets, editing pdfs, and accounting software
- Ability to develop, organize, and maintain complex records and files to adhere to multiple reporting and grant reimbursement deadlines
- Knowledge of current practices and procedures for financial functions
- Flexibility and willingness to modify activities to accommodate new practices and requirements
- Understanding of the requirements for dealing with governmental entities
- Ability to work independently, prioritize tasks, and effectively manage time to meet deadlines

Minimum Qualifications and Skills

- Bachelor's degree in financial field or minimum of five years' experience as a financial manager/bookkeeper.
- Experience with a governmental, public agency, or non-profit accounting systems desirable.

- Experience with audits and general government audit procedures desirable.

Special Qualifications

- Familiarity with government finances and functions
- General knowledge of Connecticut's state and regional government structure and functions
- Familiarity with QuickBooks Software, including Quickbooks Time

Supervision

- Works under the general direction of the Executive Director, following professional standards, procedures and policies
- Responsible for supervising and assigning work to a part-time financial assistant
- Works well independently and in combination with others
- Assists other staff with information on financial and human resources
- Directs other staff to provide financial information required for appropriate financial record keeping

Work Environment

- Standard office work environment with some evening or weekend work may be involved, but flexible scheduling allows for creative project management to accommodate workload.
- Flexible hours, including hybrid remote work week

Salary range

- Market competitive, negotiable, and commensurate with experience (\$85,000 - \$110,000)

Note: *This description is not intended and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to reflect the principle job elements essential for making compensation decisions.*

The Lower CT River Valley Council of Governments provides equal employment opportunities (EEO) and prohibits unlawful discrimination with respect to all employees and applicants for employment. It is the policy of LCRVCOG to provide equal employment and economic opportunity at every level without regard to race, color, sex, sexual orientation, gender identity and expression, genetic information, age, national origin, ancestry, religion, marital status, present or past history of mental disorder, learning disability or physical disability including but not limited to blindness, except in the case of a bona fide occupational qualification or need. This Policy applies to all phases of employment and economic opportunity including, but not limited to recruitment, hiring, placement, upgrading, promotion, demotion or transfer, layoff, recall or termination, compensation and training.