

Richland County Mental Health & Recovery Services Board

<https://richlandmentalhealth.com/>

POSITION DESCRIPTION

Position Title: Finance Administrative Assistant

Supervised By: Associate Director / CFO

Position Summary:

Provides a variety of finance support functions to the Associate Director / CFO. Maintains the general fiscal filing system and year end rotations. Assist the AD/CFO as related to Board administered funds including processing of revenue and expenditure documentation. Performs detailed data entry into the County Munis system, QuickBooks, and spreadsheets. Practices professional email communication with attention to HIPAA compliancy. Functions as team member in a small office where few people accomplish many tasks.

Major Responsibilities:

- Directly supports the Associate Director / CFO with accounts payable functions, logs, revenue packets, checks and balances, and all fiscal filing.
- Assist with several data entry responsibilities as directed by Associate Director / CFO, with a strong attention to detail, accuracy, and efficiency.
- Processes incoming checks in a timely manner, and provides support related to scanning and filling documents both electronically and hard copy.
- Updates and maintains all recovery support spreadsheets, with the ability to easily determine eligibility.
- Assists in preparing financial reports for the Board monthly and annually. Assists in preparing financial reports for the county, state and federal governments according to demands of the funding body.
- Maintains the Board fiscal files in good working order including record retention efforts.
- Assists in recording and processing funds received from other entities for deposit in the county treasurer upon receipt.
- Checks invoices, purchase of service billings and reports submitted by agencies under contract with the Board and advises of errors and omissions. Monitors compliance with contract provisions regarding fiscal issues.
- Assists in entering information in the County MUNIS system for processing of invoices.

- Assists in the preparation of purchase orders, processing of purchase requests, and assists in the preparation of invoices as needed.
- Handles processing and mailing of checks upon receipt from the County Auditors office.
- Assists in preparing the calendar year budget in May to Richland County Commissioners and a revision in November.
- Assists in closing purchase orders according to Richland County Auditor requirements. Follows the Richland County Auditor's process for the closing and opening of each calendar year.
- Data entry into QuickBooks, our internal accounting software system.
- Assists the Associate Director / CFO with preparing reports for budgeting tasks.
- Attends the finance committee meetings and records the minutes for the Associate Director / CFO. Helps prepare packets for the finance committee members.
- Assists in gathering information for and works with the Executive and Associate Directors / CFO in all fiscal audits.
- Other related duties as assigned by the Associate Director / CFO and Executive Director.

Qualifications:

Associates or Bachelor's Degree in business, accounting, finance or equivalent experience is preferred. High School Diploma with experience in accounting or finance will be considered. Working knowledge of Microsoft Word, Excel, Outlook, and Windows applications is required. Must be able to compare, analyze, and report financial data in a generally acceptable format. Ability to provide proficient and accurate data entry. Excellent verbal and written communication skills, possesses the ability to interact with a wide variety of individuals and works as team player.

Physical Demands and Working Conditions:

Work is inside and primarily sedentary. Some walking and standing required. Travel by privately owned vehicle and occasional overnight travel to attend conferences or trainings may be required. Reimbursement for travel, food and lodging expenses is in accordance with Board policy. Pressure of work is moderate to heavy.

Hours:

Normal Board office hours are primarily 8:00 a.m. to 4:30 p.m. Holidays are in accordance with the county schedule but may be altered when agreeable to both the employee and the Associate Director. Some evening and weekend work is required. Work hours may be altered by the Executive Director or Associate Director to meet demands and deadlines.

Deadline for applying is June 28, 2024

Please submit resumes to cvoqt@rcmhb.org and sherry@rcmhb.org