

SENECA COUNTY CORNELL COOPERATIVE EXTENSION
POSITION DESCRIPTION

- 1. Working Title: Finance Administrator
- 2. Classification Title: Association Accounts Rep II
- 3. Position: Part time, 24 hours per week, Hourly
- 4. Supervision: Executive Director

5. General Responsibilities:

Be responsible for the association payroll and financial process, perform work related to daily business, human resources, payroll and administrative operations. Coordinate, manage, monitor and provide the daily financial and business functions of the accounting/payroll process for the association accounts. Construct complex financial statements and reports for supervisor and association in order to track trends; monitor and verify all accounts assigned. Use automated systems and be familiar with software to accomplish functions. Has responsibility for monitoring and processing budgetary components of grants/contracts for compliance. Preparing budgetary information, payroll, medical leave and vacation reports. Accurately process vouchers, payments, petty cash and other financial transactions on a timely basis. Monitor expenditures and revenues while maintaining on-going supervision of financial accounts, ensuring adherence to internal and external regulations. Act as liaison between association and regional Shared Business Network and central Extension Administration payroll/accounting offices at Cornell. Work with auditors and assist association in coordination and follow-up.

6. Duties and Responsibilities:

- Keep records of the Association's financial transactions utilizing accounting software, verifies, allocates and accurately posts details of business transaction to subsidiary accounts in appropriate ledgers and journals.
- Maintains a clear audit trail for all transactions. This documentation may include sales and/or charge slips, invoices, receipts, checks, requisitions and purchase orders.
- Perform cash disbursements for payment of expenses on a weekly basis. Reconcile accounts payable to subsidiary listing.
- Prepare accounts receivable invoices and maintain accounts receivable subsidiary on a weekly basis.
- Verify all program office cash receipts summaries. Reconcile accounts receivable to subsidiary listing.
- Trace errors, make necessary adjustments and communicate with Shared Business Network Finance Manager, as necessary.
- Perform petty cash reconciliation on a quarterly (or on a monthly basis as needed) and at year-end. Verify funds are used for appropriate expenses and assure accountability of funds used. Perform journal entries and prepare disbursements/vouchers to replenish petty cash at least quarterly (or monthly as needed)
- Maintain vendor accounts

- Monthly, ensure that cash, accounts receivable, accounts payable and all other balance sheet accounts reconcile to supporting statements, schedules or subsidiary ledgers.
 - Assist staff with completion of vouchers, requisition requests and purchase orders.
 - Perform bank reconciliation on a monthly basis and share with Executive Director.
- Record all related journal entries in general ledger. Ensure all bankbooks are properly maintained.
- Prepare monthly Cornell reimbursement vouchers as necessary.
 - Formulate/revise procedures, and/or devise new forms to improve efficiency of financial reports, voucher requests and/or requisitions, with staff input and approval of Executive Director. Prepare memorandums outlining and explaining financial procedures and policies for staff and Board of Directors with approval of Executive Director.
 - Prepare monthly financial statements for review by Executive Director and quarterly statements for review by Operations Committee and Board of Directors. Prepare year-end statements for review by Operations Committee and Board of Directors and for reporting to county government and Cornell Cooperative Extension Administration.
 - Annually, complete Association's year-end Financial Reports and submit with computerized copies and data to Cornell Cooperative Extension Administration by specified deadline.
 - Assist with annual budget preparations, providing financial data and documentation that may be required.
 - Utilizing appropriate accounting software, maintain listing of all Association owned assets valued at \$1,000 or more per F.O.R.M. Maintain subsidiary ledgers of all Association property and equipment including costs, serial numbers, model numbers, with locations. Perform inventory annually in preparation of year-end reports, depreciation recording and insurance coverage.
 - Maintain postage meter funds and record postage meter usage.
 - Follow procedures for systematic retention, protection, retrieval, transfer and disposal of records and data according to F.O.R.M. and NYS S.A.R.A.
 - Assist staff with preparing budgets for grant/contract proposals. Provide financial reports for grants, contracts and special programs.
 - Responsible for non-exempt payroll and record of work and leaves for all staff. Act as Payroll Rep. to approve non-exempt timecards on COLTS system.
 - Responsible for submitting all Payroll Authorization Forms to Cornell in consultation with Executive Director
 - Responsible for submitting Workers' Compensation forms to Cornell and insurance carrier(s).
 - Maintain and updates file of employee benefits. Inform all staff of any changes as needed.
 - Maintain current record of all Occupational Health and Accident reports and file annual report.
 - Maintain file of all related insurance records for the Association personnel and property. In cooperation with Executive Director act as liaison between Association and Cornell University and/or insurance carrier(s) for all related matters.
 - Ensure confidentiality of all financial and personnel records.
 - Keep staff informed on procedural changes.

- Ensure that all changes recommended by audit and/or financial reviews are performed in a timely manner.
- Keep Executive Director apprised of all problems relating to areas of responsibility.

-Other duties as assigned.

7. Key Knowledge, Skills, and Abilities:

- Strong computer and keyboard skills
- Knowledge of and experience with not-for-profit accounting standards, chart of accounts and line item budgeting.
- Proven abilities working with computer accounting software and spreadsheets.
- Proven abilities in preparing budgets and financial reports.
- Excellent telephone skills
- Courteous and professional attitude, team player
- Excellent organizational skills
- Ability to change with the system
- Ability to be friendly and comfortable with clientele/public.

8. Professional Development: Attend in-services related to responsibilities

9. Supervision: by Executive Director

10. Minimum Education and Experience Requirements:

Associate's Degree or college level accounting courses and 5 years of experience

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