



Lake County Build a Generation

*Organizing Lake County to build a healthier
community for youth and families.*

LAKE COUNTY GOVERNMENT JOB DESCRIPTION: LAKE COUNTY BUILD A GENERATION, A PROJECT OF THE LAKE COUNTY PUBLIC HEALTH AGENCY

JOB TITLE:	Finance and Office Manager
DEPARTMENT:	Lake County Public Health Agency
CLASSIFICATION:	Full-time. Non-exempt. Eligible for health insurance and retirement.
HOURS PER WEEK:	40
SUPERVISOR TITLE:	Director, Lake County Build a Generation
SALARY RANGE:	\$35,000 to \$42,000

FUNCTION OR PURPOSE OF THIS POSITION:

The **Finance and Office Manager** will oversee all aspects of Lake County Build a Generation Finances. This position will pay bills, submit invoices to grantors, receive and deposit checks, administrate purchase card logs, work with the Director to ensure grant requirement compliance for multiple grants and the Lake County Fiscal Policies and Procedures, submit journal entry changes to the Lake County Finance Department to correct any errors in bookkeeping, work to close out grant fiscal years and the Lake County Build a Generation fiscal years, and generally ensure that LC BAG accounting records are always up-to-date and accurate.

The **Finance and Office Manager** will also provide monthly financial reports to the Director and to managers. This position will advise the Director and managers re: budget trends, work with managers to submit any budget changes to funders and work with the Director to develop the annual budget each year.

The **Finance and Office Manager** will also manage the office, overseeing the purchase of equipment and office supplies; ensuring cleaning and maintenance needs are addressed; assigning staff office space in which to work; and generally ensuring that staff have the space, equipment, and resources they need to do their work.



This position will also supervise some support staff at Lake County Build a Generation. Currently, this includes the Events Coordinator.

Finally, the **Finance and Office Manager** will work with the Director and consultants on the conversion of Lake County Build a Generation to the nonprofit partner of the Lake County Public Health Agency. With support and guidance, the **Finance and Office Manager** will work to transition all bookkeeping from government systems to a new nonprofit system.

The **Finance and Office Manager** is expected to have strong financial, management, organizational, and supervisory skills; however, training is also available to help the right candidate continue to build his or her skills sets in these areas.

ABOUT LAKE COUNTY BUILD A GENERATION:

Lake County Build a Generation (LCBAG) is building a healthier community for youth and families. We are a project of the Lake County Public Health Agency, an EOE employer. Our staff members are passionate about youth, families, seniors, and the success of our community. For more information, please visit www.lcbag.org.

ESSENTIAL FUNCTIONS - Essential and other important responsibilities and duties may include, but are not limited to, the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks:

- Review, allocate, and collect receipts for purchase card logs and corporate cards.
- Receive and process invoices, allocate invoice expenses to the correct grant, seek payment approval from Director, make copies and submit invoices for payment to the Finance Office
- Create and maintain updated finance forms, such as purchase card logs, check requests, etc.
- Deposit checks as they come in and record deposits.
- Review monthly reports from the Lake County Finance Office against internal documentation and work with employees of the Finance Office to reconcile reports.
- Seek out and correct any bookkeeping errors.
- File financial records in appropriate binder and/or computer file.
- Work with the Director to refine any budgeting or bookkeeping practices.
- Attend in-person or remote finance trainings for grants, as needed.
- Reconcile all accounts monthly and annually.
- Review and submit invoices to grantors as needed.
- Prepare budget reports for grantors as needed.
- Supervise the Events Coordinator
- Ensure staff have needed equipment and office supplies.
- Oversee the office space, assign staff to workspaces, and work with Lake County Maintenance and other maintenance contractors to ensure the office space is kept clean and in good working order.
- Oversee timesheet submission.

- Work with other Managers and the Director to continually improve and standardize management practices at Lake County Build a Generation.
- Work with the Director to refine any budgeting or bookkeeping practices.
- Work with the Director and contractors on the financial conversion of Lake County Build a Generation to a nonprofit.

QUALIFICATIONS

- Must have advanced Excel skills.
- Must have experience with Quickbooks.
- Must have strong bookkeeping skills, experience, and an ability to track expenses and compare them to the current budget.
- Must be able to work 40 hours a week, primarily in the office.
- Must be able to use personal computer software applications such as Microsoft Windows, Word, and Excel.
- Must be able to work independently as appropriate.
- Must be able to use standard office equipment to include computer, fax machine, copier, and telephone.
- Must be organized.
- Must be able to give and receive feedback, and must be able to resolve conflict appropriately.
- Must have strong written and verbal communication skills.
- Must be task oriented, diligent, and able to prioritize a diverse workload.
- Must be able to be flexible and work as part of a team.
- Must be able to cultivate a positive working environment for staff.
- Must exhibit problem-solving skills.
- Prefer a candidate with management and supervisory experience.
- Prefer a candidate with experience in nonprofit finance.
- Prefer a candidate who is bilingual in English and Spanish.

Travel: May require occasional in-state travel for grant trainings. Must possess and maintain a valid Colorado Driver's License and the minimum statutory level of personal vehicle insurance.

Work Conditions: The majority of this person's duties are performed within an indoor environment. The incumbent may be exposed to some noise (electrical, mechanical or human) on an occasional basis, and other related hazards associated with an office environment.

Career Track: This position is grant funded and dependent upon ongoing grant funding.

To apply: This position is open until filled, but to be in the first round of applicants, please apply by September 14, 2018. To apply, please send a cover letter, resume and the contact information (phone number and email) for three professional references to Katie Baldassar, LC BAG Director at katie@lcbag.org. The professional references should be able to speak to the candidate's skill set for this position, and must include at least one former supervisor.