A Finance Support Specialist to take charge of the financial health of Saguache County by administering accounting operations to meet legal requirements, also ability to manage the financed department to assure financial requirements are met.

Should be familiar with government accounting including audits, invoices and budget preparations. Ideal candidate demonstrates interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. You should also have excellent organizational skills and be able to handle time-sensitive tasks. Must also be able to supervise staff to ensure all duties are met.

Ultimately, be responsible for the day-to-day management of our financial transactions, procedures and staff.

Grant reporting and management requirements.

Responsibilities

* Keep accurate records for all daily transactions
* Prepare balance sheets
* Prepare SEFA as required
* Process invoices
* Record accounts payable and accounts receivable
* Update internal systems with financial data
* Prepare monthly, quarterly and annual financial reports
* Reconcile bank statements
* Participate in financial audits
* Track bank deposits and payments
* Assist with budget preparation
* Review and implement financial policies

Requirements

* Proven work experience as a Finance Officer or similar role
* Solid knowledge of government financial and accounting procedures
* Experience using financial software
* Advanced MS Excel skills
* Knowledge of government financial regulations
* Excellent analytical and numerical skills
* Sharp time management skills
* Strong ethics, with an ability to manage confidential data