

Midcoast Regional Redevelopment Authority
Position Description

Position Title: Finance Officer

Reports To: Deputy Director/CFO

General Purpose

Under the general direction of the Deputy Director/ Chief Financial Officer, the Finance Officer performs varied bookkeeping and accounting support duties to maintain accounting and related records for Midcoast Regional Redevelopment Authority (MRRA), Brunswick Landing Realty Redevelopment (BLRD) and Brunswick Landing Electric Utility (BLEU). This includes recording and processing various standard accounting procedures including accounts payable, accounts receivable, purchase orders, journal entry, utility billing and payment on a computerized accounting system (currently using QuickBooks).

The principal function of an employee in this class is to perform specialized accounting duties to ensure an accurate process of accounting activities on an agency wide basis. The nature of the work requires that the incumbent be detail oriented and able to independently perform standard financial record keeping tasks involving accounts payable, accounts receivable utility billing, fixed asset tracking, prepares annual 1099 tax filings. Prepares reports and spreadsheets as requested. Work is performed with considerable independence according to established accounting procedures.

Essential Job Functions

- Reviews invoices for payments and monitors purchasing system; checks purchase orders for accuracy and contacts originator to explain what information is needed; checks information on vendor statements for accuracy; contacts vendors to clarify or request information; processes documents for payment; prints checks and vouchers; verifies information of warrants before mailing out to vendors.
- Prepares and updates recurring rental billing invoices for all rental property; currently 55 tenants.
- Performs monthly electric utility billing (currently 369 customers); enters customer data into system to add new customers or change existing data; answers customers' questions about readings, new services, shut-offs, rates, and delinquent accounts; operates computer keyboard to generate reports and print bills.
- The Brunswick and Topsham Water District reads meters and issues bills (462 customers). The Finance Officer is responsible for posting payments and collection process.
- Performs customer service duties by receipting incoming payments from tenants and customers via mail and online. Provides assistance to the public in a pleasant and courteous manner. Prepares deposits according to bank specifications.

- Performs month-end processing to account for all department receipts and deposits; expenditures and prepares sales tax summary information.
- Records transactions and reconciliation on two credit card accounts.
- Monitors online ACH activity and submitting of ACH payment files to bank.
- Maintains and manages personnel files for all MRRRA personnel.
- Prepares and files First Report of Injury for MRRRA's workers compensation program.
- Attends work on a regular and dependable basis.
- Interacts in a professional and respectful manner with other staff members, the Board of Trustees and the public.

Knowledge of:

- Accounts payable, accounts receivable, and other bookkeeping and accounting procedures on a computerized system;
- Utility billing experience helpful but not required;
- Strong math skills; and
- General office practices and procedures.

Ability to:

- Learn and develop proficiency in the operation of QuickBooks bookkeeping/accounting software;
- Learn new procedures, prioritize work, and meet deadlines;
- Perform mathematical computations with speed and accuracy using a 10-key adding machine or calculator by touch;
- Maintain detailed, accurate records and to print legibly;
- Understand and carry out oral and written instructions and to accurately apply established guidelines to various situations;
- Establish and maintain effective working relationships with employees in all departments, co-workers, and the public;
- Provide quality and accurate bookkeeping and accounting services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

Education:

Individuals applying for a position of this class should have any combination of the following experience and training. Completion of some college level course work in accounting, bookkeeping or a related field and some experience in bookkeeping or a related field or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

- General accounting and bookkeeping practices and methods
- Governmental fund accounting forms and procedures
- Applicable financial information applications and software programs (QuickBooks and Microsoft Excel)
- Standard office practices and machines

Minimum Associates Degree required, Bachelor's Degree preferred.

Supervisory Responsibilities:

None.

Fair Labor Standards Act Determination

Nonexempt.

Working Conditions/ Physical Demands

Normal office environment. Minimal physical effort required; normally seated with freedom of movement on a regular basis, operating office machines and handling light materials and supplies. Regularly operates a desktop computer, requiring hand-eye coordination and finger dexterity; and routinely communicates face-to-face and on the telephone.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.