PART I: ORGANIZATIONAL INFORMATION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Effective Date of Position Description:</th>
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<td>Finance Assistant</td>
<td>February 12, 2020</td>
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PART II: POSITION DESCRIPTION

This section contains a listing of the main responsibilities and requirements for all positions within BRPC.

Position Definition:

- Performs day-to-day financial transactions and maintain contract and financial information for Berkshire Regional Planning Commission and Berkshires Tomorrow Inc. by performing the following duties.

The main responsibilities of this position are:

- Contract administration, including assisting with billing and monitoring of contract schedules.
- Prepare spreadsheets and reports, including budgets, actual expense activity and other accounting information, etc.
- Manage data, records and reports by checking for errors and verifying accuracy of information or missing information.
- Work with and assist Program and Project Managers and other staff.
- Provides administrative support to the Group Purchasing program, including solicitations to towns for quantities and volumes desired, assisting with procurement bids and working with vendors, and requesting and monitoring payments from the towns and vendors.
- Assists with the agency budget, especially the staff allocation budget including projecting and monitoring hour allocations by staff.

Other responsibilities of this position are:

- Provide support for the accounting services for the Commission and Berkshires Tomorrow.
- Update and maintain contract and agency records.
- Crosstrain in issuing payments from multiple checking accounts.
- Online bank statement downloads and proof of monthly cashed payments per contract guidelines.
- Provide the payroll processing company semi-monthly payroll and ensure proper employee deductions are withheld.
- Process MARIS on-line reporting of payroll to the State.
- Provide back up for preparation of the transfer of funds.
- Assist with Aged Receivables.
- Assist in Annual Audits by Accounting firm.
- Assist in all audits or site visits from Programs.
- Assist with other administrative support, i.e. annual report.
• Assist in review of Contract set up, contract amendments and extensions.
• Adhere to current accounting/finance/governmental laws and regulations.
• Work to agency standards.
• Other duties as assigned.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

• Analytical - Collects and researches data; Uses intuition and experience to complement data.
• Detail - Demonstrates attention to detail
• Design - Generates creative solutions
• Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
• Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
• Customer Service - Responds promptly to Program and Project Manager’s needs; Responds to requests for assistance; Meets commitments. Professional demeanor and excellent customer service skills.
• Interpersonal - Maintains confidentiality of employee records.
• Oral Communication - Listens and gets clarification. Excellent Communicator.
• Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
• Cost Consciousness - Works within approved budget.
• Initiative - Thrives working both independently and collaboratively.
• Time Management - Strong organizational and time-management skills
• Compliance - Follows agency policies and procedures; adheres to appropriate laws and policies.
• Adaptability – Adapts to changes in the work environment.
• Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
• Judgment - Includes appropriate people in decision-making process.
• Planning/Organizing - Prioritizes and plans work activities.
• Quality - Demonstrates accuracy and thoroughness.
• Quantity – Completes work in timely manner.

The minimum qualifications for this position are:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
Bachelor's degree (B. A.) from a four-year college or university and one-year related experience and/or training; or five years of equivalent combination of education and experience. Previous accounting experience in a municipality, non-profit organization, or consulting firm environment helpful.
Language Ability:
Ability to read and interpret documents and contracts. Ability to write routine reports and correspondence. Ability to speak effectively to employees, community staff and organizations and vendors.

Math Ability:
Ability to work with mathematical concepts fractions, percentages, ratios, and proportions to practical situations.

Computer Skills:
To perform this job successfully, an individual must have strong skills with Excel, and an intermediate knowledge of Microsoft Windows, Word and Access Office programs; Sage Peachtree accounting software (currently using) or other accounting software; Internet. Knowledge of Publisher helpful.

Certificates and Licenses:
Familiar with Massachusetts Procurement Requirements or willingness to obtain training.

Supervisory Responsibilities:
This job has no supervisory responsibilities.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Distractions from responding to needs of various employees do occur regularly but primarily position demands focus on tasks in front of the Financial Assistant

PART III: SIGNATURE LINES

15. We understand the above statements, and they are complete to the best of our knowledge.

Employee's signature ___________________________ Date ______

Supervisor's signature ___________________________ Date ______

Executive Director's signature ______________________ Date ______