

# BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION

## PART I: ORGANIZATIONAL INFORMATION

Position Title Finance/Office Assistant	Effective Date of Position Description: 5/1/2021
Name	Title of Supervisor Office Manager

## PART II: POSITION DESCRIPTION

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

### Position Definition:

- The two key elements of this position are to support the Principle Financial Administrator and the Office Manager by performing day to day transactions for Accounts Payable and Accounts Receivable and Contract Administration for Berkshire Regional Planning Commission and Berkshires Tomorrow Inc. by performing the following duties.

### The main responsibilities of this position are:

- **Accounts Payable** – Posts daily transactions in Sage Accounting for vendor invoices and employee expense reports. Checks and scrutinizes invoices and expense reports for accuracy including proper support documentation. Prepares and issues payments from multiple checking accounts.
- **Accounts Receivables** – Coordinates with other staff on vendor payments. Review's vendor payments received via checks or Electronic Fund Transfers for Berkshire Regional Planning Commission and Berkshires Tomorrow Inc. Prepares materials for deposit and applies to the appropriate receivable in Sage Accounting. Assists with aged receivables by gathering data on status from Program and Project Managers. Assists in the monitoring of payments from the towns, federal and state agencies, other grantors, and vendors including by sending follow up invoice notices.
- **Payroll** – Gathers information from hourly staff on a semi-monthly basis to ensure payroll is processed on time by following up with staff on the completion of their timesheet.
- **Monthly and Quarterly Billings** – Prepares monthly and quarterly invoices for review by Principle Financial Administrator prior to distributing them to Program Managers or other senior staff.
- **Contract Administration**- Assists the Office Manager with Project Contract Administration including tracking of contracts, amendments and follow up on missing documents. Assists with project set up for new contracts, contract amendments and extensions. Checks for errors and verifying accuracy of information or missing information.
- **Unanet** - Assists the Office Manager with maintaining the Unanet time sheet web-based

tracking system, including adding staff hour allocations by project and tasks.

- Manages paper and electronic, records according to Agency policies and practices and the Public Records law.
- Generates reports with the accounting software including monthly check registers, accounts receivable reports or GL activity.
- Prepares spreadsheets with other accounting, agency, or non-profit information.
- Assists with the agency budget preparation and monitoring, including gathering data and data entry. Updates agency spreadsheet on a regular basis with actual spent.
- Provides administrative support to the Office Manager and the Principle Financial Administrator as needed.

Other responsibilities of this position are:

- Provides support for the accounting services for the Commission and Berkshires Tomorrow.
- Ensures all Subcontractor/Sub-recipient documents are received.
- Registers individual subcontractors on Dept. of Revenue online site.
- Downloads online bank statements and proof of monthly cashed payments per contract (CDBG) guidelines for both contractor and homeowner endorsement of the check payment.
- Posts items on the BRPC website and maintains related website content materials for projects
- Assists in Annual Audits by Accounting firm.
- Assists in all audits or site visits from Programs.
- Assists with other administrative support, i.e. annual report.
- Assists with non-profit board approvals.
- Adheres to current accounting/finance/governmental laws and regulations.
- Works to agency standards.
- Performs other duties as assigned including special projects or assistance to programs.

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 close attention to detail and produces error free work.
- 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; Shows professional demeanor and excellent customer service skills.
- Interpersonal - Maintains confidentiality of employee records.

- Oral Communication - Listens and gets clarification; Possesses excellent communication skills.
- Written Communication - Writes clearly and informatively; Presents numerical data effectively; Aply reads and interprets written information.
- Cost Consciousness - Works within approved budget.
- Initiative - Thrives working both independently and collaboratively.
- Time Management – Has 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 in work products.
- 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 desirable.

Language Ability:

Ability to read and interpret documents and contracts. Ability to write routine reports and correspondence. Ability to verbally communicate effectively with 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:

Must have strong skills with Excel, and an intermediate working skill set of Microsoft Windows, Word and Access Office programs, Sage Peachtree accounting software (currently being used) (or other accounting software,) and Internet. Knowledge of Publisher helpful.

Certificates and Licenses:

Familiar with Massachusetts and federal guidelines.

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

As of March 2020, due to the COVID-19 pandemic, the Berkshire Regional Planning Commission office is operating at a reduced staffing level with all staff telecommuting at least part of the week. The office is scheduled to fully re-open August 1, 2021. This position may be able to telecommute at least partially. This requires at a minimum a strong internet connection and the ability to work from home, through such items as a dedicated work space.

**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 \_\_\_\_\_