

# Metro Communications Agency Job Description

<b>Salary Grade</b>	<b>EEO Function/Category</b>
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\$55,383.64 - \$74,453.14	04/02
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<b>Job Classification</b>	<b>FLSA Status</b>
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Business Manager	Exempt
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**Title of Immediate Supervisor**

Director

**Job Summary**

Supervise and perform the administrative operations of the agency pertaining to fiscal and personnel services including accounting, budgeting, capital program, and payroll, benefits, and personnel records. (The appointment is effective upon advice and consent of Metro Management Council.)

<b>Task No.</b>	<b>Description</b>
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| 1. | Supervise Radio shop and office staff employees, assign work, and provide work direction; make recommendations relative to hiring, promotion, discharge, layoffs, suspensions, the adjustment of grievances, and employee performance evaluations. |
| 2. | Maintain the Personnel Policy Manual; including recommending changes and communicating policies to the employee group. Respond to questions on policies and labor contract language.   |
| 3. | Perform and oversee routine and specialized accounting and financial activities including functions of accounts receivable, accounts payable, cash receipts, capital assets, inventory, and work orders.   |
| 4. | Compile, analyze, and prepare financial reports and statements detailing the financial operations of the agency including monthly financial summaries and annual financial statements.   |
| 5. | Compile and assist in the development of the annual budget and monitor budget on a monthly basis.  |
| 6. | Prepare journal entries to correctly record the financial activities and business transactions of the agency.  |
| 7. | Perform edits to ensure accurate accounting and vendor data.   |
| 8. | Prepare and verify year-end fixed asset inventory, audit year-end supplies, and store's inventory; monitor fixed asset changes and additions and prepare additions and   |

<b>Task No.</b>	<b>Description</b>
	changes.
9.	Coordinate and administer all aspects of employee benefit offerings.
10.	Coordinate, audit, and verify biweekly payroll authorizations to ensure proper wage and benefit payment for work performed as provided by policy and/or labor contract provisions. Answer procedural questions regarding labor contract and policies as they relate to payroll and employee benefits.
11.	Coordinate, process, and review for accuracy personnel action forms affecting salary changes, performance evaluations, terminations, leaves of absences, etc., to ensure timely and accurate processing of payroll.
12.	Annually calculate and verify employee sick leave and vacation accruals, and maintain accurate records of benefit accruals, usage, and balances; verify annual carry-over benefits.
13.	Conduct timely filing of all federal, state and local reports (i.e. unemployment, federal tax withholding, SDRS contributions, etc.) that accompany payroll or general business filings.
14.	Maintain confidential personnel files.
15.	Perform other such duties and functions as are necessary or incidental to the proper performance of this position.

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### **Minimum Qualifications**

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Graduation from college or university with a degree in accounting, finance, economics, or business administration and a minimum of two years' accounting experience; or vocational/technical school with an associate's degree in accounting, business administration, or finance and a minimum of four years' experience in accounting, bookkeeping, or finance; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

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### **Preemployment Screenings**

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Preemployment screenings may include, but are not limited to, the following: drug screen, criminal background, credit history, and references.

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### **Knowledge, Skills, and Abilities**

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Knowledge of accounting finance principles and their application to financial statements.

Knowledge of accounting systems and personal computer business software applications.

Knowledge of Generally Accepted Accounting Principles.

Ability to prepare general accounting and financial statements and reports.

Ability to make accurate mathematical and statistical calculations.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively both orally and in writing.

Ability to analyze financial statements and other related documents.