

**RESOLUTION CREATING A  
PERMANENT FULL-TIME POSITION**

Moved by, Cupples seconded by, Carpenter

to create a permanent full-time position of Office and Finance Manager in the County Engineers Office of the Secondary Roads Department. Position start date to be on or after March 16, 2020.

~~Starting Salary will be between \$ 48,931 and \$ 57,574 depending on knowledge and experience,~~  
with a possible raise after a 6 months' probation period.

AYES: Carpenter, Cupples, Talsma

NAYS: \_\_\_\_\_

Approved this 4th day of February, 2020.

Brandon Talsma  
Brandon Talsma  
Chairman Board of Supervisors

ATTEST: Dennis Parrott  
Dennis Parrott  
Jasper County Auditor

# Office and Finance Manager

## Jasper County, Iowa

**Job Title:** Office and Finance Manager

**Department:** Engineer's Office and Secondary Roads

**Supervisor:** The County Engineer

**Duties of the Department:** To Maintain the Secondary roads in Jasper County.

### General Job Description:

To assist the Engineer in keeping the financial and development records and to oversee the running of the front office.

### Major Duties and Responsibilities

- Prepare and submit the Secondary Road Budget and Program as directed by the Engineer.
- Prepare and submit the Secondary Roads Annual report to IA DOT per Code of Iowa.
- Perform office related functions such as handling inquiries or complaints and related public relations duties.
- Approve accounts payable claims and code by appropriate IDOT Coding.
- Review and sign all single and annual trip permit for compliance sent into the office.
- Maintain ledgers, cards and records by auditing and verifying invoices for proper prices, signatures, sales tax exemption, not previously paid, and related control and processing procedures; post invoices to various accounts according to IDOT.
- Maintains various employee logs and records relating to hours worked; sick and annual leave accrued and taken; such as compensatory time, workers' compensation and related payroll and personnel activity; pro-rated hours worked according to various account codes used by State and County Offices.
- Codes income received from various sources through the Treasurer's Office; prepares annual financial report indicating all expenditures and income received from various account categories.
- Assists with figures for budget preparation and keeps track of budget throughout the year to check for over spending and keeps the Engineer informed of such.
- Ensure Accounts payable are paid in a timely manner in compliance with Jasper County policies and procedures.
- Process Payroll in a timely and efficient manner as required by the Jasper County Auditor's office.
- Manage the production of the annual budget and forecasts in conjunction with the County Engineer.
- Calculate variances from budget and report significant issues to the Engineer.
- Prepare and publish timely monthly financial statements to maintenance staff and County Engineer.
- Manage compliance with IADOT Drug Testing requirements for workforce; schedule appointments and submit documents to the proper authorities.
- Initializes all pay changes for workforce in compliance with all county policies and union contracts and submits to Auditors Office after Engineer's approval and signature.
- Maintains departmental records relating to road surfacing projects performed by maintenance projects.
- Responsible for knowing and following company policies and procedures as outlined in employee handbook and for following and adhering to instructions, requests, and task assignments as given by The County Engineer.
- Process and record accounts payable invoices and monthly expenses, project expenses, enter, manipulates, retrieve and balance financial and statistical information in usable form.

- Maintain the GASB records for the Engineer to report to the State Auditors.
- Maintain the TPMS records on the Iowa County Engineers Service Bureau site.

### **Minor Duties and Responsibilities**

To help cover the phones and counter as needed

### **Qualifications for the Job**

#### *Education:*

Associate degree in accounting, Preferred or  
10 years of related accounting experience  
FPC: Fundamental Payroll Certification Preferred

#### *Experience:*

Proficient with Microsoft office (Excel, Access and Word), and has strong computer skills.  
Knowledge and ability to use Tyler Technologies Incode Financial System, Preferred

#### *Other:*

Ability to maintain a high level of confidentiality with sensitive information.  
Strong problem-solving skills with a high level of attention to detail and accuracy.  
Ability to adapt to a fast paced, changing work environment and respond well under stress to ensure all deadlines are met.  
Ability to effectively lead the work activities of others. Excellent communication and customer service skills required.  
Flexibility to work additional hours when needed or to provide support to staff.  
Must have a current driver's license.  
Must have knowledge of the workings of a county road department.

### **Key Competencies**

Computer Skills, analytical skills and the ability to maintain Confidentiality and must be able to speak and understand the English language fluently.

### **Physical Requirements**

Must be able to drive a vehicle from the office to the Courthouse to deliver documents as needed.  
Must be able to lift and carry 25 pounds  
Must be able to talk to and hear someone on the phone and/or county radio  
Must be able to type on a Keyboard  
Must be able to reach the front counter and open the safety glass window