



Finance Program Assistant

Revised Date: May 16, 2024

Reports to: Finance Section Manager

Scope of Authority: None

Fair Labor Standards Act Status: Regular, full-time, non- exempt, qualifies for overtime pay.

Security/Access: Employee will be issued picture identification and department credit card.

Job Summary A Finance Program Assistant is responsible for providing program support to Managers and employees throughout the planning and implementation of public health programs. Their duties include program tracking, finance documentation, and other source documents. Assistance with payroll and benefits processing. Other tasks include creation of program budgets, communicating between participants and managerial staff, creating and updating program schedules, and assisting in the planning and execution of program events.

Required Education and Experience:

- Associate-level degree from an accredited educational institution
- Strong Microsoft Office and Excel competency and experience
- Familiarity with the TRPHD seven-county service area.
- Demonstrate sound fiscal accountability.
- Experienced in planning, organization, program development, and evaluation.
- Public speaking experience; ability to write and speak effectively
- National Incident Management System (NIMS) compliant within 6 months of employment.
- Ability to operate standard office equipment including but not limited to computers, printers, copiers, scanners, calculators, facsimile machines, and telephone systems.
- Valid driver's license and proof of personal driver's insurance required. Ability to utilize own transportation for work purposes.
- Ability to travel within the TRPHD seven-county service area. Further distances on occasion.
- Ability to work well with diverse groups in the public sector and demonstrate cultural awareness and sensitivity.

Recommended qualifications:

- Bilingual (English/Spanish) verbal and written skills are desirable.
- Bachelor's Degree in Public Health or related field
- QuickBooks experience and competency

Duties and Responsibilities:

- Preparing documentation for grants
- Managing online resources
- Managing the Program Manager's calendar
- Processing payments for vendors and suppliers
- Attending staff meetings and taking minutes
- Responding to emails and answering calls
- Maintaining office calendars and sending out reminders of impending appointments
- Typing letters and reports as may be required from time to time

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- Compiling and sending bulk mailings
- Proofreading and making copies of documents
- Assisting in the planning and overseeing of significant events
- Assisting in managing the budget for special and routine events
- Acting as a liaison between different departments and businesses
- Relaying internal emails to staff
- Reserving equipment and conference rooms for presentations and in-office meetings

Basic Skills and Abilities required:

- Ability to establish and maintain effective working relationships with coworkers, administrative support organization, elected and appointed officials, representatives of other governmental units, private industry, and members of the public.
- Readily assumes responsibility.
- Ability to complete tasks in QuickBooks.
- Ability to communicate effectively and articulate both orally and in writing.
- Ability to think strategically and exercise objective judgment.
- Ability to organize, analyze, and interpret technical information.
- Ability to organize tasks, establish priorities, and meet established deadlines.
- Ability to sit, walk, stand, and drive; use hands, and fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, climb stairs, walk, stoop, kneel, crouch or crawl. The employee must be able to lift and/or move 50 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to demonstrate physical fitness activities.
- Ability to work in a smoke/tobacco-free and drug-free work environment.
- Thorough knowledge of the principles of Public Health and a commitment to the philosophy and mission of TRPHD.

This position requires a 30-day notice of termination.

I have read the above job description and agree to carry out the responsibilities described therein.

Employee: _____ Date: _____

Health Director: _____ Date: _____