

## County Fiscal Coordinator Responsibilities

### General Financial Management

Provide day-to-day guidance for compliance with all applicable statutes, policies and procedures.

### Budget Management

1. With input and involvement of agents, provide guidance and leadership to District Board in budget development and setting of tax rates (if applicable).
2. Responsible for budget preparation, review, monitoring, management and budget adjustments with input from all agents.
3. Engage all stakeholders in budget development process (agents, district board, councils, etc.).
4. Prepare annual budget worksheet, memorandum of agreement and schedule of disbursements.

### Cash Management

1. Ensure day-to-day adherence to proper cash handling policies and procedures.
2. Ensure safe handling of all funds received in the county office via proper internal controls on a day-to-day basis.
3. Ensure receipts are provided for funds received and duplicates are maintained in the office.
4. Ensure all District Board deposits are made in accordance with policies and procedures.
5. Ensure petty cash procedures are followed (if applicable).
6. Ensure sales tax is collected as appropriate.

### Procurement & Disbursement Management

1. Responsible for review and approval of all expenditures in the office.
2. Ensure payment voucher and receipt is obtained for each payment made.
3. Ensure state sales taxes are not paid on purchases where exempt.
4. Ensure all postage regulations are followed by all staff in the office.
5. Ensure safe handling of all credit cards and adherence to related policies (if applicable).
6. Ensure employee reimbursement requests are submitted in a timely manner.

### Financial Reporting & Audits

1. Responsible for working with AED to prepare financial reporting documents as required by policies and procedures. AED will complete and submit financial reports as required to District Board, DLG, State Office, etc.
2. Ensure monthly reconciliations and verification forms are completed on a monthly basis.
3. Responsible for all applicable month-end and year-end financial processes.

### Inventory Management

1. Responsible for following all guidelines for surplus and/or disposal of equipment.
2. Work with other staff to keep inventory of supplies, ordering office supplies and marketing items as needed within budget allocations.

By initialing this page, I verify that I have reviewed the responsibilities and understand my assignments as noted on the signed county coordinator list.

Agent initials: \_\_\_\_\_

Date: \_\_\_\_\_

Agent initials: \_\_\_\_\_

Date: \_\_\_\_\_ (if applicable)