

FINANCIAL SERVICES OFFICER

\$91,923.78 - \$120,611.90

Position Purpose

Under general direction of the Executive Director and Director of Administration, recommend and administer Kern COG Board policies regarding budgetary, financial, and administrative matters; supervise, coordinate, and prepare the Overall Work Program and annual budgets for Kern COG and the Motorist Aid Authority; monitor work element budget execution; accounts payable and receivable; perform special studies; respond to Board referrals; prepare and present fiscal audits; analyze service delivery processes and systems; facilitate interdepartmental coordination and collaboration; supervise capital improvement planning.

Distinguishing Characteristics

The Financial Services Officer is expected to manage all financial reporting and deliverables with tact, integrity, and a sense of urgency. This is a supervisory-level position requiring close coordination with the Executive Director and Deputy Director of Administration.

Essential Functions

- Plans, coordinates, and supervises the work of designated Administrative Assistant(s);
- Confers regularly with Executive Director and Deputy Director of Administration on work assignments.
- Develops and administers policies, procedures, and information systems for Overall Work Program and budget development, administration, and financial control.
- Assists in developing budget balancing strategies and coordinating budget planning activities.
- Monitors and analyzes state and federal budget developments affecting Kern COG budget or fiscal operations.
- Assumes lead staff role in all agency fiscal, compliance, and auditing operations.
- Oversees administration of the agency's benefits plan(s).
- Oversees administration of custodial funds and trust accounts of Kern COG's member agencies.
- Provides consultation and advice to Kern COG staff on fiscal matters.
- Responds to inquiries from the public, media organizations, and other agencies regarding COG budgetary and fiscal matters as directed.
- Prepares and presents reports; prepares special studies as required.
- Supervises payroll processing, personnel-related and/or human resource policies, recordkeeping and training.

Other Functions

- Prepares correspondence and other written communications.
- Attends meetings and conferences.
- Speaks before public groups as assigned.
- Performs job-related duties as required.

License

- Valid Class III California Motor Vehicle Operator's License.

Employment Standards

The ideal candidate will possess a Bachelor's Degree in Business or Public Administration or a closely related degree and three (3) years increasing experience in a managerial or administrative capacity performing tasks involving budget preparation, personnel management, reporting systems, data processing, or related work requiring strong knowledge of management, operations, fiscal, or accounting methods. A Master's Degree in Business or Public Administration may be substituted for two years of required experience.

Knowledge of Governmental Accounting Standards Board (GASB), budgeting procedures and fund accounting.

Ability to prepare reports and present ideas orally and in writing; gather and analyze data; use a personal computer and various software; establish and maintain effective working relationships and to win and maintain the confidence of others; plan, coordinate, and supervise the work of others.

Physical Conditions or Special Working Conditions

Body Position

- Sit to operate the computer, talk on telephone, work at desk and to drive vehicle for travel;
- Sit/stand to work with public and other employees as needed;
- Twist upper body to use office equipment, relocate shelved materials, and talk on the telephone;
- Stand/stoop/crouch/kneel/squat to file or retrieve materials in low cabinets or on low shelves;
- and
- Walk/stand to deliver materials within the office.

Object Manipulation

- Use the computer – press keys with fingers, both hands;
- Operate a telephone – reach, lift with hand, press keys with fingers;
- Use pens and pencils to record data – grasp by thumb and finger, twist with wrist/hand; and
- Use keys to unlock office and file cabinets – grasp by thumb and finger, twist with wrist/hand.

Weight carrying requirements

- Lift, transport, position, install or remove up to 50 lbs. of paper files, parcels, office supplies, furniture or equipment within the office environment; for public meetings or workshops; or public
- outreach events in various locations.

Environmental Demands

- Work under general office noise with telephones ringing, people talking, printers operating, copiers/other office equipment running;
- Occasional work during outdoor events/activities in a variety of weather conditions with or without shade; and
- Work indoors in a carpeted environment to perform office-related responsibilities.

Description of Kern COG's Benefits Package:

- **Work Schedule:** All full-time Kern COG employees are eligible for a hybrid home/office work schedule.
- **Health – California Public Employees' Retirement System (CalPERS):** Kern COG employees contribute 20% towards health premiums for all full-time employees and dependents, and Kern COG contributes the remaining 80%.
- **Retirement – California Public Employees' Retirement System (CalPERS):** Tier 2 PEPRA Kern COG employees contribute the current fiscal year employee retirement rate towards their retirement plan. The FY 25/26 contribution percentage is 7.75% per pay period. The minimum retirement age is 52, along with 5 years of service, for a maximum benefit of 2% paid out at age 62.
- **Dental, Vision, Life and Disability Insurance are provided.**
- **Holidays:** All full-time Kern COG employees receive 10 days of paid designated holidays per fiscal year, which include half days on Christmas Eve and New Year's Eve.
- **Vacation and Sick Hours:** Vacation Accrual - Vacation is earned at a rate of 4 hours per bi-weekly pay period for the first 4 years of continuous employment (13 days per year). You accrue Sick Leave at the rate of 3.69231 hours per by-weekly pay period (12 days per year).
- **Social Security:** All Kern COG employees pay into Social Security.

How to Apply:

Please complete the application and submit a resume by email, hr@kerncog.org, by 3:00 p.m. on Thursday, April 09, 2026. For more information and to obtain an application, visit the Kern COG website: <https://www.kerncog.org/category/working-with-kern-cog/employment>