

## FISCAL SPECIALIST

**Time:** 40 hours/week, 12 months/year

**Benefits:** Health Insurance (including medical, dental and vision), Life Insurance, vacation, sick leave, educational reimbursement.

**Responsible to:** Fiscal Officer

**Position Description:** *The Fiscal Specialist will be responsible for all payments of goods and services and process billing, and assist in processing semi-monthly payroll.*

- Support Fiscal Officer in performing his duties; i.e. providing details of account entries, basis for monthly, quarterly, semi-annual, and annual reports, and other functions as required; prepare accrual and other such schedules, and process them into the accounting system.
- Generate all accounting vouchers (Cash Receipts, Cash Disbursements, Accounts Receivables and Credits, Accounts Payable and Credits, General Journal Vouchers), and prepare them for approval by the Fiscal Officer before posting.
- Assist in preparing documents and data and schedules for auditors.
- Responsible for all payments of goods and services. This task consists of entering all bills and invoices, producing reports of items to be paid (that includes recurring items), and generating checks and payments as directed by the fiscal policy, and mailing reimbursements.
- Process voucher payments such as credit card purchases, employee reimbursements, mileage and travel reimbursements; and review for accuracy and compliance with policies.
- Post all generated vouchers in SAGE (Abila) Accounting System to allowable accounts and grants, as per the annual allocation list provided by the management.
- Maintain vendor's files and comply with 1099 requirements.
- Receive all the information pertaining to Parent Fees, review and process. Prepare statements for next month's billing.
- Communicate with vendors and granting agencies as required.
- Prepare aging report for ERSEA Coordinator to track delinquent accounts.
- Coordinate the submittal of payroll time cards, leave accruals, deductions and medical, dental and vision reimbursements. Enter allocated percentages provided by the Fiscal Officer into the payroll system. Responsible for interfacing with payroll services to maintain accurate payment, deductions and accruals.
- Maintain confidentiality standards and financial security by following and enforcing excellent internal controls.
- Conduct bi-annual stock-take (inventory) of satellite offices and partners.

- Verify Attendance records with Meal Count records.
- Review The calculation of In-Kind, originally generated by the Administrative Assistant.
- Coordinate files and storage of records for financial documents as required by the Fiscal Policies and Procedures.
- Assist in the Annual Audit, Self Assessment and Fiscal Monitoring as assigned.
- Provide assistance to Administrative Specialist and Administrative Assistance as the first line response for staff with computer or phone issues. Respond to requests and track issues to resolution. Escalate more involved issues to appropriate support teams, while maintaining a single view to staff. Track and maintain monitoring system for phone and computer issues and resolution. Maintain a trouble shooter binder with basic “how to” directions for routine phone and computer requests. Prepare and coordinate trainings for improving staff computer skills.
- Share duties with reception area and help greet clients and coordinate deliveries.
- Prepare reports and schedules and correspondence as requested.
- Communicate effectively with coworkers, managers, clients, vendors and others, and respond promptly in a professional, courteous manner.
- Monitor bank activities, transfer funds, maintain credit card balances, and monitor its usage.

**Qualifications:**

Degree in Business or Accounting, and/or 3-5 years of experience.

Demonstrated knowledge and experience with computers in a Windows environment.

Knowledge of generally accepted principals of governmental accounting and federal OMB standards.

Proficient with Outlook, Excel and Word software and familiar with SAGE MIP accounting systems.

Ability to prioritize and plan work activities in a timely manner to meet commitments and schedules, both independently and in a team environment.

Demonstrates accuracy and attention to details meeting quality standards.

Conform with all safety rules.

**Employee Acknowledgement:**

*I understand and agree to the above stated job responsibilities. Any questions regarding my duties, responsibilities and goals will be directed to my immediate supervisor/manager.*

Receipt of a copy of the Job Description is acknowledged.

---

Employee Signature

Date