

Fiscal Assistant

Job Duties

Keeps and prepares supporting documentation for vendors' invoices.

Maintain vendor's files and comply with 1099 requirements.

Process Accounts Receivable Parent Fee payments monthly and prepare statements for next month's billing.

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. 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.

Update and maintain the Inventory Records for equipment and supplies. Follow fiscal requirements and maintains Fixed Asset Reports.

Calculate In Kind generated from site reports and maintain the spreadsheet for monthly and year to date balances of earnings.

Coordinate the files and storage of records for financial records as required by the Fiscal Policies and Procedures.

Assist in the Annual Audit, Self Assessment and Fiscal Monitoring as assigned.

Provide 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 maintain 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.

Perform administrative functions to include data entry, phone calls, mail, filing, preparing reports and correspondence as requested, and other projects as assigned.

Communicate effectively with coworkers, managers, clients, vendors and others and responds promptly in a professional, courteous manner.

Collect data from six departments by the 10th of the month, compile information onto the Monthly Report, submit for review to the Program Services Manager by the 14th of each month.

Qualifications:

Two Year Degree in Business or Accounting preferred, with 1 - 3 years experience.

Proficient with Outlook, Excel and Word software application (MS Office Suite)

Demonstrated knowledge and experience with computers in a Windows environment.

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

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.