

Fiscal Assistant

Primary Responsibilities:

Responsible for all aspects of accounts payable, and additional accounting functions and record keeping for the organization with primary concern for timely and accurate reporting, billing and payment to ensure compliance with state and federal laws, sound fiscal administration and integrity of financial records.

Specific Responsibilities:

Accountability

- Process all accounts payables up to and including check issuance ensuring timely payment, documentation, and approval.
- Reconcile accounts payable accounts monthly to ensure accurate account balances, reporting any discrepancies immediately.
- Process expense reimbursements.
- Reconcile various general ledger accounts to Accufund and/or external spreadsheets.
- Assist with information, materials and support needed by the outside accounting firm for the preparation, completion, and dissemination of the annual fiscal audit and filing of the Uniform Financial Report and annual state filings.
- Assist with accounts payable and accounts receivable questions or inquiries made to the financial department as needed.
- Record and post electronic payment and deposit activity.
- Maintain petty cash as well as documentation and disbursement of cash with appropriate approval.
- Assist with all month end reports and year end close as needed.
- Process posting of receipts as needed.
- Assist with all financial record retention and destruction, including associated documentation, consistent with policy, contractual, licensing and regulatory requirements.
- Serve as back up to the agency payroll and benefits functions as needed.
- Assume other duties as assigned.

Minimum Qualifications:

- Degree in Business, Accounting, Finance or related discipline or a minimum 2-3 years' experience in a similar position, preferably in a nonprofit agency.
- Experience with state and federal contracts, grants and other revenue streams preferred.
- Strong communication skills, both oral and written.
- Intermediate proficiency in Microsoft Suites and accounting software with strong emphasis on Excel.
- Acceptable CORI, background fingerprinting check, DPPC record check, and Child Protective Services Record check
- Acceptable driving record, valid driver's license and access to an automobile.