



JOB DESCRIPTION

DEPARTMENT: Fiscal
POSITION TITLE: Fiscal Specialist
LOCATION: Greenfield/Remote Work from Home
STATUS: Non- Exempt
SUPERVISOR: Director for Finance

POSITION SUMMARY:

The Fiscal Specialist is responsible for assisting the Fiscal Department. This includes a variety of tasks that support payroll, A/P, Billing, and the Assistant Director of Finance.

ESSENTIAL QUALIFICATIONS

- High School diploma or HS equivalency/HISET
- Four years' experience in a business office environment, including experience using computer and/or database systems
- Additional appropriate education or experience may be substituted for the experience or education requirements stated above.

ESSENTIAL RESPONSIBILITIES

1. Completes weekly processing of all Harmon Temporary Associates and Youth Worker Payroll, including assembling and distributing the checks and direct deposits and creates the weekly Journal Entries.
2. Maintains files on agency's D&O, property and general liability insurance policies, contracts, leases, and rent agreements.
3. Maintains certificates of insurance for the agency's Weatherization and requests other certificates of insurance as required.
4. Maintains files of all agency leases, equipment, and sites. Updates Equipment, Site and Vehicle Spreadsheet as needed.
5. Performs data entry on the agency's accounting, posting journal entries, budgets and budget amendments as directed.
6. Prepares monthly credit card report for the Board of Directors and Head Start Policy Council.
7. Maintains custody of and reconciles agency's debit and credit cards as follows: Distributes monthly debit card and credit card statements to cardholders, collects card charges back-up and reconciles card statements.

8. Maintain 393 Main St. Condo Association's Quickbook files including invoicing and paying bills. Ensure all CAPV time and supplies used on Condo building repairs gets charged back to the Condo Association.
9. Assists Billing/AR Specialist with monthly billing and contract execution, supporting documentation, mailing and filing.
10. Filing including AP, AR, Journal Entries, Fixed Assets, Payroll and HR paperwork.
11. Collect the Fiscal Department mail – including opening and sorting, processing all checks stamped on back, copies made, entered into the Deposit Spreadsheet, and makes the bank deposit at GSB.
12. Process billing for subsidiaries (FCAC, CAE) on monthly basis
13. Assist with annual W-2 and 1099 mailings.
14. Assist Finance Director, Assistant Finance Director, Billing/AR Specialist, Payroll and Accounts Payable staff as needed.
15. Assists with other agency-wide projects as assigned by the Finance Director.
16. When schedule requires remote work, expected to be available for meetings, calls, responding to emails, and conducting regular duties.
17. Maintains strictest confidentiality.
18. Attend regularly scheduled supervision meetings, team meetings, mandatory agency trainings, and participate in professional development activities.
19. Comply with agency and funders' paperwork requirements and procedures.
20. Performs related work as required.

This does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

SKILLS REQUIRED:

- Proficient computer skills: using a mouse, email
- Extensive Knowledge of MS Excel and Word required.
- Ability to work independently and take initiative.
- Ability to work as an effective team member.
- Ability to work in a fast-paced environment and meet strict deadlines.
- Excellent communication and interpersonal skills a must.
- Excellent customer service skills a must.
- Excellent organizational skills a must.
- Must be able to work at the employer's job site, do work that is primarily data driven and computer based, and work in a business office environment.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working in a fast-paced environment.

- Requires sitting for long periods of time.
- Working in an office environment.
- Some bending and stretching required.
- Use of telephone required.
- Some lifting required – 20-40 lbs.
- Manual dexterity required for use of calculator and computer keyboard.

AA/EOE/ADA

Employment is contingent upon successful completion of Criminal Offender Record check (C.O.R.I.) prior to hire and every three years.

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE