

Infant/Child Enrichment Services

Equal Opportunity Employer

Job Description

Job Title: Fiscal Specialist

Reports to: Executive Director

FLSA Status: Non - exempt **Hours:** 10 - 16 hours per week - Flexible Schedule

Summary:

The Fiscal Specialist will assist in reviewing all financial reports prepared by the record/bookkeeping and payroll/employee benefits entities the agency is in contract with. The Fiscal Specialist is responsible for the documentation review and software preparation to process independent childcare provider's subsidy payments. This position will be responsible to compile, review, and produce monthly financial data reports for funders, managers, Executive Director, and/or Board of Directors.

Essential Job Duties and Responsibilities include the following. Other duties may be assigned.

1. Assist to ensure enrollment of various benefits occur properly and within compliance.
2. Assist in the analysis of expenses, revenues, and application of internal controls.
3. Assist in working with the agency bookkeeping services to prepare for annual audit.
4. Assist with the maintaining asset inventory tracking and depreciation schedules, including leases.
5. Assist with archiving financial records by Fiscal Year and disposes of past records in accordance with retention schedules.
6. Assist with ensuring safekeeping of financial information.
7. Assist with preparation of various financial statements and reports.
8. Assist Executive Director and bookkeeping entity in the development of agency budgets.
9. Conducts subsidy program payment processes and meets reporting requirements.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical – synthesizes complex or diverse information; collects and researches data; designs work flows and procedures.
- Design – generates creative solutions; uses feedback to modify designs; demonstrates attention to detail.
- Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in-group problem solving situations.

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- Technical Skills – pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer Services – responds promptly to customer needs; responds to requests for service and assistance.
- Interpersonal Skills – focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.
- Oral Communication – speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication – writes clearly and informatively; presents numerical data effectively.
- Teamwork – exhibits objectivity and openness to others' views; puts success of team above own interests.
- Business Acumen – understands business implications of decisions.
- Cost Consciousness – develops and implements cost saving measures.
- Ethics – treats people with respect; inspires the trust of others; works with integrity and ethically.
- Organizational Support – follows policies and procedures.
- Judgment – displays willingness to make decisions; exhibits sound and accurate judgment; includes appropriate people in decision-making process.
- Planning/Organizing – prioritizes and plans work activities; uses time efficiently.
- Professionalism – approaches others in a tactful manner; accepts responsibility for own actions.
- Quality – demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance.
- Quantity – completes work in timely manner.
- Safety and Security – observes safety and security procedures.
- Adaptability – adapts to changes in the work environment; manages competing demands; able to deal with frequent changes, delays, or unexpected events.
- Attendance/Punctuality – is consistently at work and on time; ensures work responsibilities are covered when absent.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Knowledge of principles of accounting for public not for profit organizations. Knowledge of generally accepted accounting principles and practices. Minimum 3 years' experience performing accounting functions and budgeting. A.A. degree desirable, preferably in accounting or business or equivalent experience substituted for education.

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Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should be skilled in Accounting software; Internet software; Payroll systems; Spreadsheet software and Word Processing software.

Physical Demands: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, and talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Driver and Use of Agency Vehicles:

1. Drivers must have a valid California driver's license.
2. Be at least 21 years of age with at least two years driving experience.
3. Must have good driving record identified as to have no more than:
 - Two (2) At-Fault Accidents (proof of not-at-fault status required)
 - Three (3) minor moving violations (personal and/or business)
 - Four (4) of non-moving violations
4. Must not have physical defect, which would adversely affect the safe operation of the company vehicle.

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*DUI in the last 10 years is a case-by-case situation.

Background Check & Clearances

This position requires passing and maintaining a background clearance. Clearances are based on investigation checks for criminal and/or child abuse convictions to the satisfaction of the Agency showing that you are fit for the position offered. Completed background check forms and authorization for release of information must be provided to the agency upon receiving a conditional job offer.

In signing this document, I acknowledge and attest that I have read and understand the information contained in the job description I am receiving. Under no circumstances is Infant/Child Enrichment Services, Inc. making any promises or commitments by providing me with this document.

Signature: _____

Date: _____

Name: _____

Received by: _____

Date: _____