



FISCAL OFFICER

POSITION: Fiscal Officer

SUPERVISOR: Executive Director

PURPOSE OF POSITION: The Fiscal Officer is responsible for the management of all fiscal matters as well as maintenance of all personnel files and administration of employee benefits, consistent with established agency policies and procedures, and in accordance with the terms and conditions of each funding source.

QUALIFICATIONS:

1. Associate degree in Business or Accounting required, Bachelor's degree in Business or Accounting preferred.
2. At least two years non-profit and fiscal experience with knowledge of generally accepted accounting principles and practices.
3. Experience in developing fiscal projections and annual budgets.
4. Ability to work independently, with strong planning and organizational skills.
5. Ability to interpret and apply rules, laws, and regulations.
6. Ability to work effectively with others, accept challenges, set goals, and demonstrate mature judgment.
7. Strong knowledge of computerized fund based accounting software, Excel, Outlook, and Word.
8. Ability to work within set time constraints, maintain a flexible work attitude, and protect confidential information.
9. Ability to work with people of varied socioeconomic lifestyle.
10. Able to obtain California Criminal and Child Abuse Index clearance.
11. Possess or obtain within 60 days of hire a valid California driver's license and current vehicle insurance.
12. Work as a team player for whom the ownership of ideas is less important than the result of the collaborative effort. As such, the individual will be a team player who can take both leader and follower roles as the situation requires.

DUTIES:

1. Assist in preparation and development of annual budget.
2. Assist with short and long range strategic fiscal planning.
3. Compile monthly and quarterly financial reports for all programs.
4. Conduct semi-monthly payroll, maintain general ledger, process monthly billing statements, and maintain electronic fund accounting systems.
5. Ensure adherence to all relevant statutes, guidelines, and regulations.
6. Work with funding agencies as necessary to reconcile fiscal transactions.
7. Responsible for maintenance of personnel files and administration of employee benefits programs as required.
8. Work effectively with outside auditors to ensure that process is completed in a timely manner.
9. Supervise and evaluate fiscal staff.
10. Develop necessary internal control procedures.
11. Other duties as assigned, including training as needed.

Applications invited from all qualified individuals without respect to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, or other personal characteristics.

I understand that I am free to resign at any time, with or without cause and without prior notice, and the

employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless it is in writing and signed by the Executive Director.

I HAVE READ AND UNDERSTAND THE ABOVE POSITION DESCRIPTION

Signature: _____

Date: _____