

DISTRICT POSITION DESCRIPTION

POSITION CLASSIFICATION - Fiscal Officer

APPOINTMENT STATUS – Regular Full-time

POSITION CATEGORY – Professional Exempt or Non-Exempt

GENERAL RESPONSIBILITIES - The Fiscal Officer is responsible for all financial transactions and records of the District. This position involves work in developing and maintaining fiscal records and systems for the District. The work involves the maintenance of general and subsidiary ledgers; accounts payable, cash management, grants management, preparing regular and special fiscal and statistical statements and reports; bank reconciliation; payroll preparation; and fiscal monitoring.

CHARACTERISTIC DUTIES

1. Maintain general accounting and revolving loan accounting systems.
2. Prepare regular and special financial statements and reports.
3. Reconcile bank accounts.
4. Prepares federal and state grant and loan financial reports.
5. Prepares federal and state tax reports.
6. Prepare statements and maintain accounts receivables.
7. Prepare and distribute annual membership dues statements.
8. Prepare payroll and claims for payment each pay period.
9. Submit FICA/FED quarterly reports.
10. Submit State Unemployment/withholding reports.
11. Maintain contract files.
12. Establish and maintain investment accounts.
13. Prepare and submit payment requests to local, state and federal agencies.
14. Assist in preparation of annual audit.
15. Assist in procurement and contract for business insurance, employee benefit plans and audit services.
16. Monitor employee benefit and leave accounts.
17. Maintain and monitor contract files and budgets.
18. Update insurance coverage as needed.
19. Maintain revolving loan and microloan accounts.
20. Notify Executive Director and/or Loan Officer of loan annual compliance notices.
21. Establish and maintain inventory of fixed assets.
22. Assist with meetings of council of officials and board of directors.
23. Other related duties as required.

SUPERVISION - The Fiscal Officer shall work under the supervision of Management and be expected to complete assigned duties independently or with minimal supervision. In the absence of the Executive Director and Deputy Director, the Fiscal

Officer shall assume the full responsibility of that position but shall not have the authority to hire or dismiss employees, sign checks or perform other actions of a permanent nature.

QUALIFICATIONS -

Knowledge of accounting principles and procedures and of their application to a variety of accounting transactions and problems.

Mathematical proficiency.

Knowledge of office procedures, practices, systems and equipment.

Computer experience.

Knowledge of federal and state fund accounting practices.

Ability to analyze and evaluate accounting problems and to discern those requiring policy determinations by superiors.

Ability to prepare financial reports and statements in accordance with multiple demands.

Ability to establish and maintain effective working relationships with co-workers and personnel from other departments.

Ability to concentrate in an informal work environment.

Ability to maintain effective financial procedures and methods for all agency financial business.

Ability to meet multiple deadlines and organize large volumes of data.

Ability to express ideals clearly, orally and in writing.

This position requires receipt of a Bachelor's Degree in accounting or business education or related field including five or more years of experience. Supervisory experience desired. Major course work in non-related fields requires five years of experience; or any time-equivalent combinations such training and experience.