

Infant/Child Enrichment Services
Equal Opportunity Employer
Job Description

Job Title: Fiscal & Compliance Assistant
Reports to: Fiscal & Operations Director
FLSA Status: Non - exempt **Hours:** 25 hours per week

Summary:

The Fiscal & Compliance Assistant is responsible for assisting in the preparation and review of financial documents, department budgeting, recording and reporting for public benefit, not-for-profit corporation agency under the supervision of the Executive Director and Fiscal & Operations Director. Current responsibilities may include, but are not limited to, bookkeeping duties for all the departments, data entry, A/R, A/P, GL entry and maintenance, tracking of capital expenditures, fixed assets, inventory, and depreciation schedules. The Fiscal & Compliance Assistant may assist in producing and presenting all financial reports as needed to the Board of Directors, Executive Director and Program Managers/Managers. Furthermore, the Assistant may assist with payroll, taxes and related requirements, as well as maintenance of employee benefits.

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

1. Performs general bookkeeping duties such as:
 - i. Accounts payable: computer entry by account and timely payment of invoices
 - ii. Cash receipts: accurate recording and transfer of funds
 - iii. Record receipts and make bank deposits. Disburse petty cash and maintain petty cash records.
 - iv. Bank reconciliation to General Ledger
 - v. Monthly Balance Sheet, P/L reports
 - vi. Preparation and submission of semi-monthly payroll and applicable taxes including quarterly and annual payroll taxes and tax returns
2. Assist in the enrollment of various health benefits and tracking of employee sick/vacation days
3. Assist with HR processes such as Disability Benefit coordination and Worker's Compensation procedures
4. Assist in the development and maintenance of chart of accounts; that may include analysis of expenses to determine account codes
5. Assist in the maintenance and analysis of general ledger, financial reporting and application of internal controls
6. Assist in providing all data necessary for annual audit and reviews

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7. Assist with the oversight of other personnel performing bookkeeping functions
8. Assist with the maintaining asset inventory tracking and depreciation schedules
9. Assist with maintaining files of leased equipment
10. Assist with archiving financial records by Fiscal Year and disposes of past records
11. Assist with ensuring safekeeping of financial information
12. Assist with preparation of various financial statements and reports
13. Assists Program Managers at budget and grant times
14. Assists with maintaining general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property and operating expenses, and insurance records
15. Assists in the preparation of statements and reports of estimated future costs and revenues
16. Assists with review of financial statements with management personnel and Board
17. Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll
18. Supports subsidy program payment processes and reporting requirements
19. Conducts random audits of child care subsidy file contents for accuracy and compliance
20. Conducts checks quarterly that AP and R&R provider rates match
21. Checks that child care openings are updated at least quarterly
22. R&R provider information is updated at least one time per year
23. R&R providers are surveyed at least one time per year
24. Assists with compiling grant proposals

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.

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- 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.
- 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. B.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.