

COMMUNITY ACTION OF LARAMIE COUNTY, INC.



Job Title:	Fiscal Assistant
Reports To:	Fiscal Officer
ID:	
Type of Position:	Hours <u>40</u> /week Full-time Non-Exempt

GENERAL DESCRIPTION

Reports directly to the Fiscal Officer. Responsible for accounts payable and payroll data entry to accounting system, billing and tracking payments of outside vendors, assisting the fiscal officer in preparing monthly financial statements and supporting schedules.

JOB RESPONSIBILITIES

Essential Functions: The following information is intended to be representative of the essential functions performed by personnel in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the responsibilities of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned

Maintains records and tracks billings and payments. Reviews billing and payment data to ensure accuracy and completeness. Compiles and sorts documents, such as invoices and checks, substantiating business transactions. Inputs vendor invoices and issues checks for accounts payable and adds new vendor information. Maintains accurate filing system for fiscal documents.

Verifies and ensures accuracy and completeness of the time sheets. Adds new employees and updates information for processing payroll. Prints payroll checks and performs payroll direct deposits. Pays payroll taxes using Electronic Federal Payment System. Audits annual leave and sick leave balances. Calculates and advises employees of summer insurance eligibility and pro-rated deductions.

Receives checks or cash receipts from Clerk-Receptionist; creates deposit slips for Executive Director to make daily bank deposits. Prepares bank reconciliation statements.

Assists the fiscal officer with annual inventory-taking, and with maintaining and updating inventory records on the computer system. Verifies in-kind records for accuracy and compliance with government regulations.

Prints general ledger reports and reconciles amount to source documents and detail ledgers. Assists the fiscal officer in reconciling program records to the General Ledger and makes necessary journal entries to reclassify emergency assistance expenses to appropriate funds/programs.

Acquires PINs for authorized drivers and informs insurance agent of any changes. Acquires PINs as needed for credit cards. Assists program staff with travel authorization process. Applies for annual Federal Excise Tax waiver on fuel consumption for Head Start program. Prepares monthly Sales Tax report to Department of Revenue and Taxation.

Participates in on-the-job training to acquire the knowledge and skills necessary to perform assigned duties efficiently. Complies with safety rules and procedures; reports unsafe conditions and equipment to immediate supervisor.

Secondary Functions:

Exercises courtesy and tact in personal contacts with general public and co-workers. Responds to inquiries and requests pertaining to garnishments and wage verifications. Performs other tasks as assigned or designated by the Fiscal Officer or Executive Director.

Duties that may be performed in the absence of the Fiscal Officer and/or the Clerk-Receptionist include: maintaining sufficient checking account balances, preparing employer's Quarterly Federal Tax Return (form 941) and Quarterly Workers' Compensation/State Unemployment Insurance Report, accounting for the receipt of monies from all sources, providing periodic support to the receptionist desk. Receives and verifies all equipment and supply orders.

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EDUCATION & EXPERIENCE

- Two years of post secondary training in bookkeeping, accounting or related field, plus a minimum of 12 months professional experience preferred.
- Employment experience in bookkeeping or related fields may be substituted for post secondary education on a year-for year basis.
- A minimum of one year employment experience or post secondary training in computer operations is required.

KNOWLEDGE & SKILLS

- Must have a basic knowledge of computer software and hardware and computerized accounting.
- Must have knowledge of double-entry bookkeeping.
- Must be able to read and accurately interpret written reports of a technical nature.
- Must be able to perform assigned duties with minimum supervision.
- Must be able to communicate effectively with staff and the public.

PHYSICAL & ENVIRONMENTAL REQUIREMENTS

Reasonable Accommodations Can Be Made For Persons With Disabilities

- While performing the duties of this job, the employee is regularly required to sit for periods of up to two hours; use hands to finger, handle or feel; is frequently required to reach with hands and arms; and is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 25 pounds.
- Must possess the visual acuity to focus up close and routinely work with computers.
- Must be able to hear and process ordinary conversation and telephone conversation.
- Must be able to tolerate air-conditioned buildings and fluorescent lights.

OTHER REQUIREMENTS

- Professional Demeanor; Positive Attitude
- Professional Appearance and Hygiene
- Strong Interpersonal Skills; Ability to work with people from diverse backgrounds
- Attendance/Punctuality: Consistently at work and on time, ensures responsibilities are covered when absent
- Bi-lingual skills with English/Spanish speaking ability a plus
- Must have a valid driver's license and be insurable by CALC insurance provider

ADMINISTRATIVE APPROVAL

APPROVED BY _____ Date **January 20, 2011**

BOARD APPROVAL

APPROVED BY _____ Date **January 20, 2011**