

COMMUNITY ACTION OF LARAMIE COUNTY, INC.



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

GENERAL DESCRIPTION

Directly responsible to the Executive Director. Responsible for providing fiscal support services to the Executive Director, Board of Directors and Program Directors. Applies Generally Accepted Accounting Principles to analyze financial information and prepare financial reports. Establishes and maintains a fully automated accounting system to timely and efficiently record financial transactions. Ensures fiscal compliance of federal and state grant programs.

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.

Assists Executive Director in establishing the overall operating budget for the agency, to be submitted to the Board of Directors for approval. Tracks achievement of financial objectives.

Compiles and analyzes information to make necessary journal entries into general ledger to close month-end and year-end books. Manages computerized financial systems. Reviews all financial system transactions, including inter-fund transfers, budget transfers, and expenditure corrections. Verifies accuracy of information and proper account classification. Analyzes financial information detailing Assets, Liabilities, and Net Assets/Fund Balances, and prepares Balance Sheet, Revenue and Expense Statement, and other reports to summarize current and projected Agency financial position and results of operations.

Devises and utilizes accounting system for general accounting. Designs and creates customized system reports on accounting system. Assists and trains accounting system users in proper utilization of accounting system.

Maintains budgeting systems that provide control of expenditures made to carry out program activities. Assists Program Directors in preparing annual budgets and oversight on all program budgets. Advises the Executive Director and Program Directors on matters, such as effective use of resources and assumptions underlying budget forecasts.

Prepares detailed schedules required by the independent auditors in preparation of the annual audit. Works closely with the independent auditors and acts as a liaison between auditors and the Agency.

Withdraws federal funding from the Payment Management System on a weekly basis. Maintains sufficient checking account balances. Provides tracking and projections on expenditures for all programs. Responds to inquiries from Program Directors, funding sources, and the independent auditors.

Prepares Employer's Quarterly Federal Tax Return and Workers' Compensation/State Unemployment Insurance Reports. Prepares IRS form W-3, W-2, 1096, and 1099 annually. Reconciles payroll reports, insurance and retirement statements to general ledgers. Prepares bank reconciliation statements. Issues payable and payroll checks, and performs payroll direct deposits in the absence of the Fiscal Assistant.

Prepares internal and external fiscal monthly, quarterly, and annual reports as required by various funding sources and Board of Directors. Prepares Uniform Data System Report and Medicare Cost report for legislative purpose. Prepares and submits the monthly invoices to other public programs and third party payers.

Maintains information on insurance coverage and informs and advises management on insurance needs. Maintains appreciation/depreciation records of Agency assets. Responsible for annual physical inventory of fixed assets. Verifies and compiles in-kind records for accuracy and compliance with government regulations.

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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

- Requires Occasional Travel, Evening and Weekend Hours
- Must be Skilled in Oral and Written Communication
- Must be Able and Willing to Work with People from Diverse Backgrounds
- Bondable for Financial Transactions
- Professional Demeanor/Positive Attitude
- Professional Appearance and Hygiene
- Dependability
- Strong Interpersonal Skills
- 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

POLICY COUNCIL APPROVAL

APPROVED BY *Hastelle D. Jones (Chairperson)* Date *10/19/16*

BOARD APPROVAL

APPROVED BY *[Signature]* Date *10/19/16*