

JOB DESCRIPTION

PROGRAM: Fiscal Department

JOB TITLE: Fiscal Generalist/Administrative Assistant to CFO

PAY GRADE: 7

JOB SUMMARY

Supporting STEP, Inc. and its Pathways to Success, this is professional work in the field of computerized fiscal management. Work involves applying prescribed professional accounting principles and techniques to the treatment of transactions and other accounting operations. Work includes administrative support to the CFO while handling a variety of finance-related tasks including maintaining records, posting and proving records, classifying accounting documents prior to posting or preparing prescribed financial statements and reports. Work is performed according to established policies and procedures.

SUPERVISORY RELATIONSHIPS

Reports To: Chief Financial Officer

Supervises: Not applicable

QUALIFICATIONS

- Bachelor's degree in accounting or business administration with at least six (6) credits in accounting and two years' experience performing computerized fund accounting.

GENERAL REQUIREMENTS

- Professional knowledge and skill levels are kept up to date in order to meet the needs of the position.
- Valid driver's license and the daily availability of a vehicle carrying adequate insurance.
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, and FBI Clearance current within 90 days of employment; and Motor Vehicle Record check.
- Mandated Reporters of Child Abuse training completed within 30 days of hire.
- Clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit for long periods of time and carry up to twenty pounds unassisted, and have unrestricted use of the upper body, finger dexterity, and corrected or uncorrected hearing and vision within normal ranges.
- Flexibility to work altered and nontraditional work schedules necessary to meet deadlines of the Agency; and,
- Participation in job-related trainings, as assigned.

SPECIFIC DUTIES

- ❖ Manage the flow of information between the CFO's office and the Fiscal Department.
- ❖ Handle confidential materials and maintain organized files for the Fiscal Department.
- ❖ Act as a liaison between the CFO and external stakeholders such as vendors, auditors and financial institutions.
- ❖ Develop and implement improved office procedures and financial processes to enhance efficiency.

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Fiscal Generalist/Administrative Assistant to CFO

- ❖ Support financial audits by preparing workpapers, organizing documentation, and responding to audit requests
- ❖ Assist with budget preparation and financial analysis including gathering and organizing financial data.
- ❖ Process accounts payable, payroll and receivable transactions as required.
- ❖ Perform data entry, reconcile discrepancies and ensure accurate financial record-keeping
- ❖ Prepare bank reconciliation of company's bank statements.
- ❖ Prepare monthly, quarterly, or year-end financial reports.
- ❖ Assist in special projects and financial analysis as required by the CFO or fiscal department.
- ❖ Work closely with the Accounts Payable/Payroll Coordinator to provide back up and/or support when needed.
- ❖ Work closely with the Accountant II to assist with grant financial management.
- ❖ Update and maintain accounting journals, ledgers and other records detailing financial business transactions.
- ❖ Recommend actions to resolve discrepancies; and,
- ❖ Perform related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- ❖ Knowledge of the following:
 - Considerable knowledge of computerized accounting principles and financial procedures.
 - Experience with fund accounting software is preferred. (MIP, Sage Intacct)
 - Proficient in Microsoft Office Suite, (Excel, Word, Power Point) with advanced excel skills.
- ❖ Skill in the following:
 - Excellent organizational and time management skills.
 - Ability to work independently, prioritize tasks and manage multiple deadlines.
 - Exceptional written and verbal communication skills.
 - High level of discretion and confidentiality in handling sensitive information.
 - Attention to detail and accuracy in financial data management.
 - Strong problem-solving skills and analytical thinking.
- ❖ Ability to perform the following:
 - Detailed work with written or numerical data and to make arithmetical calculations with accuracy.
 - Apply and adapt established accounting methods to a variety of accounting transactions and situations.
 - Prepare financial reports and statements.
 - Adaptability to changing work environments and the ability to work under pressure.
 - Deal effectively with other program personnel and persons from varying backgrounds.