

**POSITION DESCRIPTION
HOPEWELL CENTER**

POSITION: Fiscal Coordinator
DIVISION: Fiscal
JOB CATEGORY: (PAT)

DATE WRITTEN: May 2018
DATE REVISED:

STATUS: Full time
FLSA STATUS: Exempt

Incumbent serves as Fiscal Coordinator for the Hopewell Center, responsible for assisting the Fiscal Director with the overall coordination of the accounting department and its responsibilities.

DUTIES:

Supervises and directs the activities of assigned personnel, including making hiring recommendations, providing orientation and training, evaluating performance, making work assignments, and providing corrective instruction as needed.

Assists in designing, maintaining, and implementing financial reporting systems, procedures, and internal control systems as needed.

Prepares financial reports involving the review of agency payroll, accounts receivable and payable records, cash receipts, and general ledger reports, and preparation of monthly and adjusting entries.

Reviews and authorizes requests for agency purchase orders and check requests.

Reconciles and balances monthly statements of the various bank accounts, accounts receivable and payable ledgers and general ledger.

Assists Fiscal Director in preparing annual agency budget.

Assists Human Resources personnel with the administration of all agency benefit plans including health and life insurance, workers' compensation claims, long term disability, and 401(k) plans.

Ensures proper and accurate deposits of all cash receipts and ensures they are made in accordance with Agency policies and procedures.

Performs related duties as assigned, assuring the best interest of both the agency and the clients' welfare.

I. JOB REQUIREMENTS

Bachelor's degree in Accounting or related field with experience in management and supervision,

and computerized accounting systems.

Thorough knowledge of standard policies and practices of accounting, auditing, and financial management.

Working knowledge of department computer programs and software including Microsoft office, Excel, Word, Access, and computerized accounting systems.

Ability to supervise assigned staff including making hiring recommendations, providing orientation and training, evaluating performance, making work assignments, and providing corrective instruction as needed.

Ability to compare similarities and differences between data, people, or things.

Ability to compute, perform arithmetic operations such as figuring, determining charges, balancing accounts, preparing agency budget, and properly use a 10 key calculator.

Ability to compile, collate, and coordinate data and make determinations based on data analyses.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other agency personnel, clients, officials from other government agencies, bank personnel, vendors, benefit providers, and members of general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time occasionally under time pressure, often amidst frequent distractions and interruptions.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

II. DIFFICULTY OF WORK

Incumbent exercises independent judgment in interpreting general guidelines, instructions and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems.

III. RESPONSIBILITY

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. Unusual problems or situations are discussed with the supervisor, and work product is periodically reviewed for technical accuracy and overall adherence with agency policies.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other agency personnel, clients, officials from other government agencies, bank personnel, vendors, benefit providers, and members of general public for the purpose of supervising staff, rendering service, and resolving problems.

Incumbent reports directly to Fiscal Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving, sitting for long periods, sitting/walking at will, keyboarding, hearing sounds/communication, lifting/carrying objects weighing under 25 pounds, close/far vision, speaking clearly, handling/grasping/fingering objects, and color/depth perception.

EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Fiscal Coordinator describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Employee's Signature

Date

Print/Type name