

Title: Fiscal Systems Specialist
Reports To: Fiscal Manager and/or Executive Director
Hours per week: 32
Pay: \$19.00 - \$24.00 per Hour

PURPOSE OF THE POSITION:

Maintain accurate and timely records in fiscal and payroll system and process transactions on a daily, weekly, and monthly basis, as applicable.

BASIC QUALIFICATIONS:

- Two years of specialized education or equivalent experience, and maintenance and operation of fiscal systems.
- Computer knowledge including Microsoft Office Excel and Word, accounting software packages and other pertinent programs.
- Ability to use computerized accounting system to assess fiscal data and issue fiscal reports and checks.
- Knowledge of Nonprofit Accounting and Fiscal practices.
- Diverse and/or bilingual candidates are encouraged to apply.

RESPONSIBILITIES:

- Process all fiscal forms and reports including, but not limited to:
 - Purchase orders;
 - Invoices;
 - Contracts;
 - Client payroll processing;
 - Employee expense reports;
 - Disbursement requests for payment including coding to appropriate accounts and entering into the accounting system.
- Cash Management:
 - Monitor cash balances to comply with the organization's Cash Management System;
 - Request appropriate cash draw downs from the State of MN (DEED) by completing cash request forms;
 - Make decisions needed to assure appropriate levels of cash are on hand;
 - Communicate with and assist appropriate funding sources regarding cash drawdowns and questions regarding cash flow.
- Communicate with and assist local offices and management with development of appropriate forms and procedures to track cash, revenue, expenditures and payables.

- Assist with maintaining cost pools to assure charges are made to appropriated funding sources following the organization's procedures utilizing holding cost pools.
- Assist and work with PIC management and auditors to assure compliance with audit requirements and implementation of auditor's recommendations.
- Maintain fiscal records and reports to comply with audit trails and provide accessibility to documents.
- Maintain fiscal reporting system and procedures (purchase orders, financial reports and report formats, and special requests for fiscal data by making appropriate adjustments in computer and software programming.
- Serve as Back-up for:
 - Preparation and distribution of State, PIC management, boards, and other fiscal reports;
 - Submitting monthly and annual fiscal reports to State;
 - Communicating with the State agencies regarding questions and issues on reports;
 - Updating computer system budgets and accounts as funding information (NGAs, etc.) are received or allocation are made;
 - Distribution of internal and external reports following distribution lists and procedures;
 - Work with the Executive Director on closeout of funds as projects and plans terminate.
- Assist with identification of duties and direction of temporary staff brought in to perform clerical work on a periodic basis.
- Payroll System:
 - Maintain payroll records including pay level data, timecards, tax forms, and other employee data;
 - Issue payroll for clients, including client worksheets for payroll reporting;
 - Generate and submit quarterly payroll reports as required to the State and Federal authorities, including the following annual forms: 1099-MISC, 1099-NEC and 1096.
- Matching receipts/invoices, coding and computer entries.
- 401k Program:
 - Determine employee 401k eligibility;
 - Maintain all 401k Plan Documents;
 - Work with 104k Administrator on Annual Employee Census and discretionary contributions.
- Other duties as assigned.