

POSITION DESCRIPTION

CLASSIFICATION TITLE: Administrative Specialist

POSITION TITLE: Fiscal Services Specialist

GENERAL STATEMENT OF RESPONSIBILITIES:

This FLSA Non-Exempt position is responsible for assisting the Financial Operations Director with grants, disbursements, inventory, procurement, back-up payroll and HUD duties for the Eastern Shore Community Services Board (ESCSB).

The incumbent reports to and receives supervision from the Financial Operations Director. In carrying out position responsibilities, the incumbent performs in accordance with established ESCSB policies and procedures, demonstrates initiative, exercises sound judgment, maintains confidentiality of information, and sustains effective working relationships.

MAJOR DUTIES:

Grants:

- Grant reconciliation and tracking to include monthly reconciliation of grant funds, meeting with managers, and providing detailed reports of remaining funds to be spent;
- Complete grant schedules for the auditors;
- Complete balance reports for state and federal funds remaining at year end

Backup Payroll:

- As needed process bi-weekly payroll using ExLabor Manager and ADP PayExpert to include:
 - Verifying pay data batch transferred correctly to payroll;
 - Proofing pay data registers with payroll detail report;
 - Transmitting payroll to ADP;
 - Mailing payroll checks and sort staff vouchers to appropriate locations;
 - Processing varied payroll to include piecework, hourly, and salaried employees;
 - Using ADP Report Writer to generate necessary payroll reports;
 - Processing payroll related accounts payable checks and mail to appropriate vendors

Accounts Payable:

- Maintain inventory of fixed assets;
- File pink copies of purchase orders numerically;
- Calculate, proof, and review travel reports;
- Order supplies as requested;
- Open mail, stamp date received, and file alphabetically

Back-up HUD:

- Recertify residents using HUD software;
- Print necessary forms;
- Set up yearly file on residents;
- Reconcile ARC House and Dogwood View Apartments bank statements;
- Run ARC House and Dogwood View Apartments checks;
- Make ARC House and Dogwood View Apartments deposits

Miscellaneous:

- Complete miscellaneous monthly reconciliations for VRS retirement, VRS group life insurance, and Anthem health insurance;
- Complete consumer bank reconciliations on Peachtree;
- Help prepare audit schedules for annual audit;
- Perform other job related duties as assigned by the Financial Operations Director and/or the Executive Director.

QUALIFICATIONS:

The incumbent should have a minimum of an associates degree or two years related accounting experience in the following areas: payroll, accounts payable, accounts receivable, account reconciliations, and general ledger; and possess the following knowledge, skills and abilities.

Knowledge of: Basic bookkeeping principles and procedures; working knowledge of procurement policies and procedures; general accounting knowledge; disbursement and inventory; automated payroll, accounting, and spreadsheets.

Skill (s) in: Maintaining accurate, neat, and thorough fiscal records; using automated accounting and word processing systems to include Microsoft Word, Excel,

Access, Outlook, Crystal Reports, Peachtree CMHC, and HUD software; using an automated invoice and inventory system; and communicating effectively in written and oral form.

Ability (ies) to: Maintain fiscal records accurately, neatly and in keeping with state and Board standards; multitask and be detail oriented; accurately input invoices using an automated system; follow inventory and disbursements policies and procedures; purchase supplies in accordance with procurement policies and procedures; develop and maintain effective working relationships with all types and levels of persons; maintain confidential information as warranted; and perform routine fiscal duties without close supervision.

HIPAA Access Level: 3=limited access to employee/contractor information

ORGANIZATION LOCATION:

EXECUTIVE DIRECTOR

FINANCE DIRECTOR

FISCAL SERVICES SPECIALIST

SALARY &/OR HIRING RANGE: Classification Level V

EFFECTIVE DATE: May 1, 2008

POSITION DESCRIPTION CONTENT:

Job descriptions are not intended to be, and should not be construed to be, all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

SIGNATURES:

Fiscal Services Specialist

Date

Financial Operations Director

Date

Executive Director

Date