

NEW RIVER VALLEY AGENCY ON AGING

JOB DESCRIPTION

POSITION: FISCAL ASSISTANT

SUPERVISED BY: DIRECTOR OF FINANCE & ADMINISTRATION

JOB SUMMARY: Assist Director of Finance & Administration with daily operations of the Agency.

JOB REQUIREMENT: This position requires confidentiality in the handling of all Agency business and client files and information.

CLASSIFICATION (FLSA): Non-Exempt, Full Time

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR POSITION:

- Knowledge of clerical and accounting principles and practices as applied to public programs.
- Knowledge of general office practices and procedures.
- Ability to learn funding regulations of the Older Americans Act and other Federal or State Funding Sources that impact the Agency on Aging, New River Valley Senior Services, and Pulaski Area Transit.
- Ability to perform detailed work with numerical data and to make arithmetic computations accurately.
- Ability to prepare and maintain routine financial reports and records.
- Ability to follow oral and written instructions.
- Ability to assign and review the work of the support staff.
- Ability to establish and maintain effective working relationships with associates and the public.
- Ability to utilize computerized accounting software, word processing software and related computer programs.
- Ability to prepare statistical reports.
- Ability to learn and implement regulations concerning employee benefits
- Ability to effectively communicate with the public by telephone, manage multiple telephone lines and properly greet office visitors in the front office setting when needed
- The person in this position is subject to criminal background checks and pre-employment drug screenings.

EDUCATION AND/OR EXPERIENCE LEVEL:

- Education equivalent to attaining an associate's degree in accounting or bookkeeping.
- Two years experience as a bookkeeper in a public program.
- An additional two years of experience in a public program may be substituted for the educational requirement.
- Or any equivalent combination of education and experience.

DUTIES OF THE POSITION:

- Assists in maintaining fiscal and administrative records for the Agency on Aging and Senior Services to insure contracting compliance, to provide a basis for reports, and for audit purposes by preparing payroll; posting the payroll journal; maintaining all personnel files, payroll sheets, and accrued time records; receiving, coding, and processing bills; posting cash receipts/disbursements journal; posting and balancing ledger; making bank and tax deposits; preparing monthly expense summaries;
- Assist with maintaining in-kind documentation
- Prepare for Advisory Council and Agency Board of Directors' meetings and mail packets of information and notifications of meetings
- Post notices of Advisory Council and Agency Board of Director's meetings in newspapers and community calendar and notify members of such meetings
- Attends Advisory Council and Agency on Aging Board of Directors meetings to accurately prepare minutes of the meetings
- Assist with maintaining files on legally binding Agency contracts pertaining to grant awards
- Assists with maintaining petty cash funds and agency fund for coffee and related supplies
- Assists with entering monthly client data and maintaining cumulative reports
- Assists in the front office by answering main Agency telephone and greeting the public
- Perform various tasks in absence of Finance Director
- Other duties as assigned.

02/24/2022