

## Job Posting

**Position Title:** Fiscal Assistant (Temporary)

**Agency:** Community Action Partnership

**Classification:** Non Exempt

### **Agency:**

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, crises management, parenting and mentoring.

### **JOB SUMMARY:**

Prepare bi-weekly payroll from employee timesheets and submit to payroll service. Review bi-weekly payroll reports from payroll service. Prepare Payroll Journal, updating employee salary allocations based on approved employee allocation documents. Record Payroll Journal entry in General Journal. Maintain employee benefit time records and report biweekly to supervisors, staff and payroll service. Review with employees annually. Conduct new-hire fiscal orientation. Review quarterly Employment Tax reports from payroll service. Review W-2 forms from payroll service and distribute to staff.

Track employer contributions and employee deductions for health and supplemental insurance and pension plan. Submit payments to vendors. Reconcile to insurance company invoices and general ledger accounts. Allocate benefit expenses. Maintain payment schedule and ensure timely remittance.

Prepare cash receipts and make bank deposits. Enter cash receipts into computerized accounting system from receipted bank deposit slips. Reconcile computerized general ledger cash accounts to monthly bank statements. Maintain files for all bank accounts (users, passwords, authorized signers.) Monitor bank account usage daily.

Process check requests, vendor invoices, employee travel and expense forms verifying approval and cost allocation. Enter invoices into accounting system and prepare checks for signature. Process credit card invoices, verifying preapproval, receipts, supporting documentation and allocations.

Assist program managers with grant contract compliance as assigned. Monitor budget expenditures, subcontracts, local funding requests, billing schedules, and cost allocation. Prepare grant financial reports and budget modification requests. Prepare monthly program manager reports for review by Fiscal Officer and distribute. Responsible for MWBE utilization and compliance.

Track, verify and record local share and in-kind donations. Compile supporting documentation and summaries. Report to program managers as assigned.

Maintain files for insurance policies, leases, independent contractors, vendors and agreements. Ensure that all necessary documentation is secured and timely. Prepare and remit IRS form W-9 to independent contractors. Prepare and remit Form 1099-Misc. to independent contractors.

Record monthly adjustments in General Journal. Update cost allocation modules in computerized accounting system monthly. Maintain various fiscal calendars and schedules.

Maintain all financial records and files. Maintain equipment inventory, adding purchases and removing obsolete items. Conduct yearly physical inventory. Set up and audit all petty cash accounts. Facilitate all financial audits and external reviews.

**QUALIFICATION AND SKILLS:**

- Bachelor's Degree in Accounting or related business field and two years' experience or Associate's Degree in business or related field and five years' experience.
- Knowledge of bookkeeping, accounts receivable, accounts payable.
- Personal computer experience using computerized accounting system. Microsoft Word and Excel software.
- Ability to work with staff and all segments of the community.
- Ability to maintain confidentiality of all information.
- Valid driver's license and own transportation.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AEE.