

L.E.A.P.
Job Description

Job Title: Senior Fiscal Specialist
Department: Administration
Status: Full Time
Classification: Non-Exempt
Grade Scale: Tier 4
Work Weeks/Year: 52
Reports To: Assistant Director of Accounting
Approved:

It is the understanding and expectation of this organization that all employees will take the opportunity to contribute to the overall success and mission of the agency above and beyond the basic requirements of their job. The following are general responsibilities of all L.E.A.P. employees.

- Adhere to the agency's policy on confidentiality both within the agency and the community and adhere to all program policies and procedures.
- Work closely with all staff to ensure an integrated approach and provide comprehensive services to clients, children and families.
- Utilize professional reading, writing and communication skills in order to carry out necessary job requirements

L.E.A.P.'s Sr. Fiscal Specialist is directly responsible to the Assistant Director (AD) of Accounting. The role is expected to have knowledge of a variety of fiscal functions, including but not limited to accounts payable, accounts receivable, asset management and generally accepted accounting principles.

1. Responsible for timely, accurate processing and payment of accounts payable for all programs and departments within the agency
2. Keeps an efficient and accurate system of payables, updating tools and processes as needed.
3. Working with the AD of Accounting, prepares and submits the annual 1099 IRS submission.
4. Utilizing the agency payroll system, responsible for calculating quarterly disability and paid family leave insurance premiums and associated billing with agency insurance provider
5. Following the claiming of revenue, responsible for recording related transaction within the agency financial management system.
6. Ensure that petty cash balances are current, including an annual reconciliation of petty cash across all locations.

7. Maintain current, accurate posting of in-kind donations.
8. Prepare timely, accurate and detailed bank deposits.
9. Manage all agency fixed assets, in collaboration with the Technology Coordinator and Finance Director, processing all acquisition, disposition and transfer forms.
10. Integral part of the year-end closing activities, and assists with retrieving requested documentation during the annual finance audit.
11. Attend staff and administrative meetings and all appropriate trainings, some of which may require out-of-county travel and evening/overnight attendance.
12. Support a 'paperless' environment, utilizing several tools to collect signatures, share, save and file documentation, in compliance with agency Policy and Procedure.
13. All other duties assigned by the AD of Accounting and/or the Finance Director.

Qualifications:

1. Associate's degree in accounting or related field and/or equivalent experience.
2. General accounting knowledge and experience with computer accounting software and Excel spreadsheet application.
3. An understanding of Not-For-Profit fiscal accounting.
4. Valid New York State driver's license.

This job description is not intended to be all inclusive. The employee will perform other reasonably related agency duties as assigned.

L.E.A.P. reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.