



Job Title: Fiscal Specialist

Salary: \$42,000 to \$46,000 depending upon qualifications

Summary:

Performs bookkeeping and clerical work in accounting. Work may involve specializing in one phase of work such as accounts payable. Works under moderate supervision. Under the direct supervision of the Finance Director.

Examples of work that may be performed:

- Prepares purchase orders and participates in communication with vendors.
- Prepares summary sheets for the accounts used in preparing financial reports.
- Reconciles discrepancies in accounting control mechanisms by cross checking source documentation, and balancing figures.
- Performs data entry into accounting systems and other databases.
- Analyzes subcontractor invoices for adequacy of documentation, conformance with contract budget and allocation procedures, and prepares documentation for payment.
- Provide miscellaneous other support as needed.
- May operate copier, fax and printers.
- Files and maintains financial records in filing software.
- Assist as a relief in answering the telephone, as needed.
- Example of work performed – Processes Accounts Payable invoices, including thorough review and payment processing in a timely manner. Verify vendor accounts with monthly statements. Analyze discrepancies. Follow policies and procedures.
- Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Qualifications:

Experience and Education

0 – 5 years experience in bookkeeping or accounting clerical work. Graduation from high school or equivalent supplemented by courses in bookkeeping, office procedures and computer software. Associates degree in business or accounting preferred.

Knowledge, Skills and Abilities

- Knowledge of general accounting procedures, and standard office procedures.
- Skill in the use of a calculator, personal computer, and related office equipment.
- Ability to review work for accuracy; to accurately perform numerical detail work; to make arithmetical computations; and to prepare financial and accounting records. □ High level of computer experience with Microsoft Office (Word, Excel, Access)
- Proven related work experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to stoop and kneel.

The employee must regularly lift and/or move up to 5 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment

Work is performed primarily in a climate controlled office environment. Must be available to work Monday through Friday 8a.m. to 5p.m. with regular and predictable attendance required. The noise level in the work environment is usually moderate.

Submit resume by email to the Workforce Solutions Southeast Texas, Inc. (Board office) at HR@setworks.org prior to the application deadline.

Equal Opportunity Employer/Program

Auxiliary aids and services available upon request to individuals with disabilities Relay Texas @ 1-800-735-2989 (TDD) or 1-800-735-2988 (Voice)