



# WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

## POSITION SUMMARY

The **Fiscal Support Specialist** position provides support for the CFO, Leadership Team, Human Resources, and program staff in accordance with established fiscal procedures. The Fiscal Support Specialist will be responsible for supporting internal financial reporting, the budget process, compliance with contractual and regulatory obligations, reporting to funders, the audit and monitoring processes, and efficient fiscal operations.

**Position Title:**  
Fiscal Support Specialist

**Department:**  
Finance

**Reports To:**  
Chief Financial Officer

**Supervises:**  
N/A

**FLSA Status:**  
Non-Exempt

**Salary Range:**  
10

**Last Revised/Approved:**  
August 2023

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Accounting

1. Become familiar with Agency contracts to learn and adhere to their financial requirements, and assist management on needed actions to ensure Federal, State, Uniform Guidance, and Agency policies and procedures are in compliance.
2. Review and monitor coding of staff time to programs.
3. Review budget vs. actual each month and follow-up with Program Directors. Report highlights, variances and concerns to the CFO.
4. Compile monthly, quarterly, contract closeout reports and other reports required by funders for CFO's review prior to submission.
5. Prepares contract related billings and submits to respective agencies (i.e., Maine Housing).
6. Provide analysis of trends and forecasts and recommend actions for optimization.
7. Prepare and report on any necessary financial data for RFPs and RFQs.
8. Participates in annual audit and/or fiscal monitoring as needed by the CFO, including assisting with the creation of financial statements/notes provided to the Independent Auditor, such as the Schedule of Federal Awards (SEFA) and Schedule of Department Awards (SEDA), and the annual Form 990.
9. Prepare responses to funding source inquiries.
10. Prepare and finalize internal and external budgets, in coordination with program directors. Assist CFO in various aspects of annual budget creation. Enters budgets into the General Ledger.
11. Prepare calculation of program allocations.
12. Assist CFO with review and calculation of indirect costs and rate.
13. Reconcile balance sheet accounts, including bank and investment accounts; prepares adjustments to accounts as necessary.
14. Work with other fiscal staff to streamline and document financial processes and share/educate with other departments across the agency.
15. Assist the CFO with maintaining robust internal controls over agency assets.
16. Develop, maintain, and distribute ad-hoc reports and financial models as needed.
17. Performs miscellaneous fiscal office duties; assists CFO in research, analysis and special projects.
18. Serve as a primary department contact when posed with requests for fiscal department assistance.
19. Provides assistance/backup for accounts payable and payroll processing when needed.

### Human Resources Integration

1. Assists with compliance audits and mandatory reports
2. Performs pre and post payroll processing reviews
3. Provides clerical support to the HR Department
4. Assists with special projects as needed

### **Professional Development**

1. Keeps up to date on State and Federal regulations governing all aspects relevant to this position.
2. Participates in any required trainings, meetings and professional development activities.

### **Leadership & Teamwork**

1. Demonstrates effective communication skills in building relationships with all employees and clients.
2. Collaborates with all partner agencies to assure effective communication processes across agencies.
3. Adheres to the policies in the use of computer technology and all tele-communication devices.

### **Safety and Wellness**

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

### **Miscellaneous Duties**

1. Runs errands, e.g. banking, mail run, picking up supplies, as needed.
2. Performs light housekeeping duties.

### **Non-Essential Duties and Responsibilities**

1. Performs additional duties as assigned.

## **GENERAL EXPECTATIONS**

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding workflow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

## **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by the Incumbent 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 required to stand and sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; lift and carry up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed primarily in a business office setting. Noise level ranges from quiet to moderate. Assigned work may require travel within the local or neighboring communities. This position is a part-time hourly position that typically works within a normal daytime schedule, with a planned transition to full-time. However, evening and weekend time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

## QUALIFICATIONS NEEDED FOR POSITION

### General Requirements:

- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.

### Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least five years of progressively responsible work experience in accounting and grant management.
- Must excel at taking initiative; be proactive and able to work independently.
- Proficient skills in Microsoft Word and Outlook; advanced skills in Excel preferred
- Experience with MAAP and Uniform Guidance/OMB Circulars, and GAAP accounting.
- Experience in using ERP accounting systems, Sage/Abila MIP preferred.
- Accurate and organized record keeping skills.
- Ability to interpret state/federal regulations within contracts.
- Strong time management, interpersonal, and organizational skills.

### Education Requirements:

The following education requirements are considered essential:

- Associate's Degree in Accounting or related field, or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above; Bachelor's Degree in Accounting or related field preferred.

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date