

## **Accounting Specialist (Non-Exempt)**

Reports to: Chief Fiscal Officer  
Classification Group: I  
Date: July 1, 2024

Department: Business Office

Approved by: Joshua A. Yoder  
Executive Director

### **JOB SUMMARY:**

1. The duties of the fiscal grant coordinator are to assist in the maintenance of the financial records for all programs, allocate shared costs, reconcile all bank statements, monitor cash flow and provide support to the CFO and fiscal staff.
2. This position is supervised directly by the CFO of Community Action Partnership of Cambria County.

### **ESSENTIAL RESPONSIBILITIES:**

1. Reconciles all bank statements.
2. Performs standard accounting/clerical functions.
3. Assist Directors/CFO with budgetary planning and implementation.
4. Prepares supports and monitors monthly trial balances and balance sheets for all programs and the agency.
5. Prepares and submits invoices to appropriate funding sources.
6. Update inventory listings as needed.
7. Verifies bi-weekly timesheets and payroll is correct.
8. Reviews monthly program financial statements with fiscal staff and CFO prior to monthly fiscal meetings.
9. Attends monthly fiscal meetings.
10. Assists CFO in gathering, preparing and organizing information for A-133 Single Audit.
11. Provides support for the CFO and fiscal staff with daily activities.
12. Performs other reasonably related duties as assigned by the CFO.
13. Reviews and implements, if necessary, grant regulations for appropriate funding sources.

### **ADDITIONAL RESPONSIBILITIES**

1. Attends evening meetings as required
2. Participates in job related trainings.
3. Travels overnight as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Solid working knowledge of fund accounting software, internet and email.
2. Maintains an inventory records system and updates it periodically.
3. Extremely proficient in MS Excel and Word.
4. Excellent mathematical skills.
5. Strong problem-solving skills.
6. Effective oral and written communication skills.
7. Ability to deal tactfully with others.

### **MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE**

1. Associate degree in Accounting/Finance/Business or related field. (Required)
2. Minimum five (5) years experience in the accounting field. (Preferred)
3. Current PA driver's license and reliable transportation. (Required)
4. Must be bondable. (Required)
5. Grant or fund accounting experience. (Preferred)

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_