



## IMPACT Community Action

### Job Description

#### **Title: Fiscal Coordinator**

**Job Summary:** This position provides financial support for grants. The Fiscal Coordinator ensures that all financial transactions are budgeted and allowable for various funding sources. Prepares invoices and supporting documentation as required by the funders.

**Reports to:** Finance Director

**Job Duties:** *Job Duties listed represent the major responsibilities for the job. Each specific position within a job title may require more specific duties, processes, skills or assignments. Other duties are assigned on an as needed basis and may require additional skills and competencies.*

- Assists CFO, Finance Director, and Program Manager in preparing and monitoring of grant budgets.
- Provides accurate and timely accounting support to enable monthly and year-end financial statement preparation.
- Assists in ensuring that programmable grant and financial expenditures are in line with budgeted items
- Assists in ensuring compliance with grant expenditures and fiscal departmental record retention policies are met.
- Compiles and assists with processing accounts payables.
- Monitors program implementation to ensure Departmental compliance with funding sources, policies and procedures.
- Maintains financial records for programs in a manner that facilitates management reports.
- Ensures that accurate and timely program fiscal information is recorded and prepared in accordance with contract agreements.
- Maintains knowledge of relevant non-profit trends, legislation regulations.
- Performs other duties as assigned.

#### **Working Conditions and Physical Requirements:**

Standard office environment. Requires ability to operate telephone and personal computer for extended periods of time. Occasional travel.

#### **Competencies and Knowledge, Skills and Abilities:**

- Integrity and Trust
- Action Oriented
- Drive for Results
- Interpersonal Savvy
- Decision Quality
- Problem Solving
- Functional Technical Skills
- Customer Services
- Priority setting Innovation
- Verbal, Written Communication Skills
- Technical Skills (e.g. PC applications)
- Proficient in multi-tasking

**Minimum Education and Qualifications:**

- High School Diploma
- Four or more years of related work experience.
- Experience with computer-based accounting programs, spreadsheet and word processing applications.
- Excellent written and verbal communication skills.
- Experience working in a deadline-driven environment.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Prior non-profit / community action agency service a plus.
- Computer literate with strong data entry skills
- Must possess a valid Ohio Driver's license and reliable transportation.

**Equal Opportunity Statement:**

*IMPACT Community Action recognizes that a diverse workforce enhances the organization in many ways. We are committed to providing equal employment opportunities that foster diversity and meaningful experiences.*

*Created: September, 2016*

*Revised: June, 2018*