

**SCICAP, INC.**  
JOB DESCRIPTION

**POSITION:** Fiscal Officer

**HOURLY:** FLSA EXEMPT

**RESPONSIBLE TO:** Executive Director

**SUPERVISED SUBORDINATE POSITIONS:** Fiscal Department

**NORMAL WORK SCHEDULE:** Monday through Friday

**PHYSICAL LOCATION WHERE DUTIES WILL BE CARRIED OUT:** Central Office and remotely

**PRIMARY DUTIES & RESPONSIBILITIES BY ORDER OF IMPORTANCE:**

- Manage fiscal operations and the agency's ORION fund accounting financial software system.
- Prepare monthly, quarterly, and annual financial reports for board, executive director, and program managers.
- Lead audit and finance committee meetings with board representatives.
- Establish (with board approval) and enforce agency fiscal policies and procedures.
- Coordinate agency-wide budget and work with program managers on all budget preparations.
- Assist the Executive and Head Start Directors with Head Start matters involving contracts, negotiations, grant waivers and other items deemed necessary by the Ex. Director to enhance and maintain compliance with the Head Start program.
- Responsible for the record retention of all agency financial records that pertain to the areas of revenues, expenses, property, equipment, leases, assets, liabilities, and net assets.
- Coordinate annual financial audit including request for audit proposals, work paper preparation, field work and timely completion of tax return.
- Coordinate all fiscal monitoring and work directly with federal and state examiners.
- Prepare and submit financial claims for program expenses.
- Advise Executive Director and program managers of budget variances and recommend actions to correct.
- Attend trainings and maintain knowledge of all programs financial requirements as determined by grantor contracts plus federal and state agencies that oversee such contracts.
- Direct responsibility to ensure that all statutory, regulatory, or other financial requirements are met; that generally accepted principles of accounting are applied; that the agency is in compliance with the OMB Super Circular; and those financial standards, policies and procedures meet funding source financial standards and grant conditions.
- Prepare monthly bank reconciliations for all agency accounts.

- Prepare cash receipts, journal entries, and other ledger activities as required by agency activity.
- Work with insurance agents on agency coverage and reporting of claims.
- Prepare or approve miscellaneous financial reports as required by agency operations.
- Prepare and negotiate annual indirect cost agreement.
- Remain up-to-date on non-profit audit best practices and state and federal law regarding non-profit operations.
- Other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Certified public accountant or at a minimum, a Baccalaureate degree in accounting, business, fiscal management or a related field. (Head Start Standard 1302.91 (c)).

**SPECIALIZED KNOWLEDGE REQUIRED**

Must be proficient in both written and oral communication skills with community organizations, government, program examiners, staff, budgeting and grant writing.

**EXPERIENCE REQUIRED**

Experience with office equipment such as calculator, copy machine, telephone, fax and computer. Minimum 5 years supervisory experience in fiscal operations. Grant funded accounting experience a plus.

**SKILLS & ABILITIES REQUIRED**

Must have proficient computer and math skills. Must be able to use and supervise all work within the agency non-profit computer software. Recommend updates or changes as required by agency operations.

**WORKING CONDITIONS**

Must be able to work under stress and meet deadlines. Ability to work flexible hours, including days exceeding 8 hours as may be required by program requirements.

**TRAVEL REQUIREMENTS**

Must be able to travel for trainings, meetings with external entities, and oversight of fiscal policies as needed. Must have vehicle, valid driver's license, current vehicle liability insurance and be able to travel within the 5 county service area. (Proof of license and insurance will be required upon hire.)

**PHYSICAL REQUIREMENTS**

Ability to stoop, kneel, crouch, climb and balance. Must be able to lift 50 pounds. Sit at desk for long periods.

**LANGUAGE REQUIREMENTS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to compile reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**ACKNOWLEDGEMENT OF RECEIPT**

**My signature below acknowledges that I have received, read and understand this job description.**

\_\_\_\_\_  
**Employee**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Executive Director**

**Date** \_\_\_\_\_