



## **Position Description**

### **Fiscal Assistant**

#### **Job Identification**

Job Title:	Fiscal Assistant
Department:	Baby TALK Operations Department
Immediate Supervisor:	Director of Operations
Date of Update:	February 2023

#### **Our Mission**

To positively impact child development by nurturing healthy and responsive relationships during the critical early years.

#### **Job Summary**

The Fiscal Assistant is responsible for creating and maintaining business office files. Maintaining organization of the business office. Ensuring bills, invoices, and deposits are processed daily for various funding streams for both Baby TALK and Baby TALK EHS. Ensuring proper storage of all business office files.

#### **Essential Functions**

***Regular and consistent attendance is an essential function of this position***

- Enter bills into accounting software
- Procure and maintain expense receipts
- Acquire the necessary approval for expenses
- Print and mail checks for bills/expenses
- Maintain custody of unused checks
- Create a contractor file folder and obtain a W-9
- Allocate payments to proper grants
- Prepare invoices and receive payments
- Process donations received
- Prepare bank deposits and deliver to bank

- Perform bank transfers when necessary
- Review A/R aging and perform follow-up calls on old Accounts Receivable
- Assist in maintaining employee files
- Maintain employee's driver document's
- Process monthly in-kind
- Prepare monthly investment reports
- Prepare a reconciliation of petty cash account on a monthly basis
- Coordinate and process employee timecards
- Prepare requisitions and required paperwork for reimbursement from the ROE
- Process payments from the ROE
- Maintain records and ensure proper retention policy is followed
- Shred paperwork as outlined in retention policy
- Check bank account daily and make sure activity is accounted for in accounting software
- Perform any necessary research
- Prepare invoices and process payments to include the State of Illinois (EI, CACFP)
- Make copies as needed or requested
- Process monthly CACFP activity
- Process monthly EI billing
- Process PNC credit card monthly and ensure all receipts are accounted for
- Perform yearly physical and asset inventory
- Research issues that arise (incorrect bills, incorrect accounts)
- Assist in Operations' Department administrative duties to include front desk coverage
- Other duties as assigned by supervisor

### **Other Job Requirements**

- Proficient in Microsoft Office, specifically Excel
- Adhering to dress code set by Baby TALK as a representative of the program
- As a professional Baby TALK staff member, maintaining confidentiality of all information concerning families
- Perform other related responsibilities as assigned
- Effective management skills including: written and verbal communication skills, decision-making skills, time and stress management skills, organizational skills, and observational skills
- Ability to represent the agency in a professional capacity
- Ability to work as a member of a team where diverse program content must be well integrated to provide quality services
- Ability to pass agency sponsored physical examination
- Judgment and discretion in interpreting and adapting guidelines to specific problems; situations are somewhat varied and moderately complex

### **Other Skill Requirements**

- Effective training/development skills

- Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but occasionally requires independent decision making.

**Education and Job Requirements**

Preference will be given to those with an Associates degree in accounting or related field and/or three years fiscal experience. The Fiscal Assistant must have the ability to establish a good working relationship with other BT Staff members and volunteers.

**Physical Requirements of the Job**

**Job Conditions:**

There may be frequent interruptions. May be exposed to illnesses generally attributed to children. This job will require frequent bending, lifting (up to 50 lbs.), standing, and sitting.

**Mental Requirements of the Job:**

Continual interaction with co-workers to provide information. Must relate positively to children and adults. Must be able to handle multi-faceted tasks on a frequent basis.

**Accountability**

The Fiscal Assistant is directly accountable to the Baby TALK Director of Operations. The Baby TALK Director of Operations evaluates the Fiscal Assistant once annually and more frequently if needed. The staff is evaluated based on the responsibilities described in this Position Description.

Office hours are 8AM to 4:30PM. This part-time position will be 25 hours a week to fit within the office hours.

Fiscal Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Operations Signature: \_\_\_\_\_ Date: \_\_\_\_\_