

JOB DESCRIPTION

PROGRAM: Accounting Department

JOB TITLE: Fiscal Generalist

CLASSIFICATION: Program Specialist VI

PAY GRADE: 14

JOB SUMMARY

Supporting STEP, Inc., and its Pathways to Success, this is professional work in the field of computerized fiscal management. Work involves applying prescribed professional accounting principles and techniques to the treatment of transactions and other accounting operations. Work includes performing standard bookkeeping duties in recording, reviewing, and processing of financial records and documents. Work involves maintaining records, posting, and proving records, classifying accounting documents prior to posting or preparing prescribed financial statements and reports. Work is performed according to established policies and procedures.

SUPERVISORY RELATIONSHIPS

Reports To: Controller

Supervises: Not applicable

QUALIFICATIONS

- Associate degree in accounting or business administration with at least six (6) credits in accounting or two years' experience performing computerized fund accounting or any equivalent combination of education and experience.

GENERAL REQUIREMENTS

- Professional knowledge and skill levels are kept up to date to meet the needs of the position;
- Valid driver's license and the daily availability of a vehicle carrying adequate insurance;
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, and FBI Clearance current within 90 days of employment; and Motor Vehicle Record check;
- Mandated Reporters of Child Abuse training completed within 30 days of hire;
- Clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit for long periods of time and carry up to twenty pounds unassisted, and have unrestricted use of the upper body, finger dexterity, and corrected or uncorrected hearing and vision within normal ranges;
- Flexibility to work altered and nontraditional work schedules necessary to meet deadlines of the corporation; and,
- Participation in job-related trainings, as assigned.

SPECIFIC DUTIES

- ❖ Post accounting data, making routine adjustments, maintaining expenditure and budgetary control accounts on manual and computerized accounting systems;
- ❖ Prepare and process reimbursement invoicing;
- ❖ Process accounts receivables and incoming payments in compliance with financial policies and procedures;

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Fiscal Generalist

- ❖ Perform day-to-day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables and accounts payables data;
- ❖ Prepare and process employee payroll and benefit reports as requested;
- ❖ Compile records and complete revised documents and forms, such as those related to employee benefits;
- ❖ Assist with data entry MIP information on employee changes as needed;
- ❖ Coordinate processing of information with Human Resource staff regarding benefit deductions;
- ❖ Maintain a thorough understanding of employer benefits and how it affects payroll;
- ❖ Prepare bank reconciliation of company's bank statements;
- ❖ Prepare monthly, quarterly, or year-end financial reports;
- ❖ Write and issue checks manually or on computer, and verify incoming bank statements;
- ❖ Verify the accuracy of invoices and other accounting documents;
- ❖ Work closely with the accounts Payable/Payroll Coordinator to provide back up and/or support when needed;
- ❖ Update and maintain accounting journals, ledgers and other records detailing financial business transactions;
- ❖ Recommend actions to resolve discrepancies; and,
- ❖ Perform related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- ❖ Knowledge of the following:
 - Considerable knowledge of computerized bookkeeping principles and practices;
 - Knowledge of modern office practice and equipment; and,
 - Microsoft Office Suite, including but not limited to Microsoft Word, Excel, Access, Power Point and Publisher components.
- ❖ Skill in the following:
 - Writing, editing and communicating, including knowledge of English grammar, spelling and punctuation as they would relate to the production of reports, work plans, and other operational documents, as well as their use in communicating with a variety of individuals and groups.
- ❖ Ability to perform the following:
 - Detailed work with written or numerical data and to make arithmetical calculations with accuracy;
 - Apply and adapt established accounting methods to a variety of accounting transactions and situations;
 - Prepare financial reports and statements; and,
 - Deal effectively with other program personnel and persons from varying backgrounds.