

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Fiscal Specialist

DATE: March 22, 2017

APPROVED BY: MIU IV Board of Directors

REPORTS TO: Director of Business Services

JOB SUMMARY: Coordinate the budgeting and accounting functions for assigned funds including the General Operating Budget assuring that all funds are utilized effectively and in a timely manner to ensure compliance will all state, federal and local guidelines. Assist with general ledger accounting processes and provide accounting assistance to staff members.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist with the preparation and monitoring information necessary to complete and implement all budgets for original submission, revisions, final expenditure submission, and audits.
2. Assist directors with analysis of expenditures and revenues associated with designated programs and verify all revenues are received and recorded in the proper manner and that all other transactions affecting these programs are properly recorded in the accounting system.
3. Assist the Director of Business Services with the analysis and systematic pricing structure for services offered in the General Operating Budget and other local fee for service programs.
4. Assist with monitoring of compliance with state and federal guidelines and/or laws for all grant sub recipient agencies and school districts as required by the respective grant agreements.
5. Assist with general ledger maintenance and including monthly closing procedure to ensure accuracy of general ledger account activity on a regular basis.
6. Assist with gathering data and audit documentation for local, state, and federal audit activities.
7. Prepare month-end and assist in year-end closing activities, including but not limited to, preparing necessary journal entries, analyzing accounts, posting cash receipts/revenue to proper accounts, etc.
8. Assists the Director of Business Services with the monthly bank reconciliations, including but not limited to, calculating the outstanding payroll and accounts payable checks and validating wire transactions.
9. Assist the Director of Business Services with maintaining the system of fixed assets and inventory control.

10. Assist with gathering data, analysis and data input for the Annual Financial Report and preparing other reports, as needed.
11. Assist with reconciliation of all balance sheet items and account for the amount of cash belonging to each fund.
12. Perform other duties as assigned by the Director of Business Services.

QUALIFICATIONS:

- 2 - 5 years of experience in school and/or public accounting required
- Bachelor's degree in accounting required
- Knowledge of governmental accounting and Generally Accepted Accounting Principles (GAAP)
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to sit eighty percent (80%) of workday
- Walking and standing are required only occasionally

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills

- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must have ability to make judgments and work under a high level of stress

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Must possess advanced office/secretarial skills
- Ability to operate office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)