

## **MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Fiscal Services Assistant

**Date:** May 21, 2025

**REPORTS TO:** Director of Business Services    **APPROVED BY:** Board of Directors

**JOB SUMMARY:** Assist with developing, implementing, administering, and maintaining effective procedures for the accounting and control of fiscal resources

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Implement, maintain, and coordinate the budget, accounting, and financial reporting activities according to the generally accepted accounting principles.
2. Monitors all daily cash receipts and ensure they are deposited and posted to the ledger; post state and federal wire transfers to the ledger
3. Assist with monthly, quarterly, and year-end financial closings, including reconciliations of general ledger accounts.
4. Work with department heads to ensure the accuracy of accounting for each program within their department, which includes creating account numbers, entering/revising budgets, and correcting errors.
5. Assist with year-end closings
6. Maintain accurate records of financial transactions in accordance with Intermediate Unit policies.
7. Prepare journal entries and maintain supporting documentation.
8. Assist in the preparation of annual budgets and periodic budget reports.
9. Monitor grant expenditures and ensure compliance with grantor requirements.
10. Support payroll and benefits processing as needed.
11. Assist with internal and external audits by providing required documentation and reports.
12. Maintain fixed asset records and depreciation schedules.
13. Work with departments to ensure proper coding and use of funds.
14. Ensure compliance with applicable state education finance laws and federal requirements (e.g., Title I, IDEA).
15. Provide support for procurement and accounts payable processing.

16. Perform other duties as assigned by the Director of Business Services

**Qualifications:**

- Bachelor's degree in Business Administration or related field
- Must have valid driver's license
- 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 lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions

**TEMPERMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under a high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILL:**

- Must possess computer skills
- Ability to operate various 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.)*