



JOB TITLE: Fiscal Assistant – Accounts Payable and Payroll
CLASSIFICATION: ¾ to Full-time, Hourly, Non-Exempt, Pay Grade F
LOCATION: SEICAA’s service area; based in Pocatello, Idaho
BENEFITS: Health and Life Insurance, Short Term Disability, Simple IRA

SUMMARY OF WORK: Provides assistance to the Chief Financial Officer in accomplishing the functions of the Fiscal Department. Working as a team with fiscal and agency staff, this position is focused on assisting the fiscal department in smooth and efficient operation to accomplish Agency goals supportive of the Strategic Plan.

JOB CHARACTERISTICS: Working as part of the administrative team, this position provides support for the housing operation through performance of fiscal duties and functions. Duties include professionally and efficiently managing in-person and telephone contacts and relationships. Position requires ability to effectively communicate orally and in written documents, understand and follow instruction, and maintain records. Performs duties requiring attention to detail, accuracy, and timeliness individually and as part of a team. Individual must possess strong organizational skills and be able to prioritize work and meet deadlines while maintaining confidentiality and compliance with Agency, government, and funder requirements. Assist with coordination and record keeping under direction of the CFO.

SUPERVISION FROM: Chief Financial Officer

JOB DETAILS:

Knowledge: This position requires knowledge of accounting and fiscal procedures. Individual must have experience with computer accounting software applications, payroll administration, and office practices. Assistant must have clerical experience including filing, archiving, records retention and compliance. Knowledge of period-end (month/year) close out and reconciliation process to assist the CFO.

Skills: This position requires skills in accounts payable and receivable; payroll, purchase orders, interpersonal communication, record keeping, and assessing need. The individual must have experience with spreadsheets (Excel), word processing (Word), data entry, record keeping, and the operation of telephone, calculator and other general office machines.

Abilities: This position requires the ability to: communicate clearly; operate word processing, spreadsheet, and database computer programs; pay attention to detail, accuracy, and timeliness. Must be able to prioritize work and manage multiple projects; maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with Agency employees, supervisors, vendors, and suppliers. Individual must be able to perform other duties as assigned

EDUCATION, EXPERIENCE and CONDITIONS FOR EMPLOYMENT: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma or equivalent. Additional education in bookkeeping/accounting and/or work experience preferred.
- One to two years bookkeeping/accounting experience .Familiarity with non-profit grant funded accounting preferred.
- Experience with accounts receivable, accounts payable, purchasing, billing, payroll, record keeping and filing.

Conditions: The following abilities are mandatory for fulfillment of the job requirements:

- Bondable, insurable under SEICAA’s insurance policy, and maintain a valid Idaho driver’s license.
- Attends meetings, trainings, and conferences to enhance expertise and performance as scheduled by the Chief Financial Officer or Executive Director including requirements of outside funding sources or agencies.
- Willing to travel on Agency business at Agency reimbursement rates.
- Able to occasionally lift up to 50 pounds..
- Must successful pass a pre-employment drug and background screening.

Signature of employee to indicate understanding & acceptance of job description

Date