



TITLE: Fiscal and Administration Manager
GRADE: 5

Summary of Duties:

The Fiscal and Administration Manager is responsible for services and activities related to bookkeeping and accounting management, including but not limited to maintaining accounts payable/accounts receivable, and financial reporting. Additionally, responsible for the agency's human resources and program support. The Fiscal and Administration Manager must be a self-starter with attention to detail and accuracy and is directly supervised by the Executive Director.

SPECIFIC DUTIES:

Bookkeeping:

- Process payroll and bank reconciliation.
- Manages accounts payable and accounts receivable.
- Manage all fiscal records, policies and procedures consistent with the various funding body requirements.
- Collaborate with Executive Director and Accountant to maintain and prepare program and agency budgets.
- Function as liaison with all program funding bodies and others regarding routine financial matters.
- Ensure appropriate authorization for expenditures, prepare checks, and carry out cash transactions.
- Invoice for program services.

Human Resources:

- Maintain employee records and benefit packages ensuring confidentiality.
- Coordinate and manage vendor relations regarding employee health benefits.
- Maintain staff PTO and report monthly to individual staff and executive director.
- Coordinate new employee requirements for hire.

Program Support:

- Manage general office operations, order program supplies and provide administrative support to ensure efficiency.
- Maintain databases for monthly statistics, mailings, donors, etc.
- Maintains office inventory.
- Assist with agency events.
- Fulfills other duties as required by the Executive Director.

QUALIFICATIONS:

Bachelor's Degree in Business Administration with 1 year verifiable in bookkeeping and accounting

Or

Associate's Degree in Business Administration with 2 years verifiable experience in bookkeeping and accounting

Or

Certification in Office Management with 3 years verifiable experience in bookkeeping and accounting

****Excellent Benefits Package:**

403 B Pension Plan

Health and Dental Insurance

Flexible Spending Account

Paid Time Off

Full Time

Salary Range \$39,000 to \$44,000

Please send resume and cover letter to jobs@thepreventioncouncil.ec.org.

NO PHONE CALLS PLEASE