



JOB DESCRIPTION

JOB TITLE: Fiscal Officer

SUPERVISOR: Chief Financial Officer

WORKING HOURS: Monday through Friday (8:00 a.m. through 5:00 p.m.)

WORKSTATION: EIC Administrative Offices

DUTIES AND RESPONSIBILITIES:

- A. Coordinate and supervise the responsibilities of the Accounts Payable Administrator and others relating to Financial Management.
- B. The Finance Officer is required to check all payables, in relation to their accuracy, code according to budget allowances, prepare for payment and handling by the Accounts Payable Administrator. Review and initial all time and travel reports before they are filed for audit.
- C. Coordinate all budgets and prepare quarterly and monthly reports required for Resource suppliers from ledgers and balances prepared by the Accounts Payable Administrator.
- D. Review and consolidate quarterly tax reports, both Federal and State, coordinating with responsibilities of the Fiscal Administrative Assistant. Prepare biweekly tax deposits for handling in accordance with payrolls.
- E. Assist all programs under the sponsorship of EIC, Inc. in budget planning, setting up budgets code accounts and any other problems pertinent to or a part of such planning. Prepare a “System and Controls” procedure to assure an inner control of finances.
- F. Coordinate all property handling, prepare inventory of non-expendables when required for Resources suppliers, with assistance of Fiscal Administrative Assistant or secretarial staff.
- G. Maintain consumable supplies in locked storage, for inner control, and disposal. Approve all consumable supply requisitions for handling.
- H. Coordinate and assist all Project Directors and employees in planning a workable program for orderly, non-discriminate finance and property management, in accordance with Federal Guidelines, Personnel Policies, and Directives of the Board of Directors.
- I. Coordinate all local audit services and assist auditor in any phase needed.

J. Reconcile bank statement of all expenditures prepared by the CFO.

DESIRABLE SKILLS AND QUALIFICATIONS:

- a. Assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs.
- b. A certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.
- c. Minimum of six months supervisory experience.
- d. Two years' experience in Public Accounting or in government or non-organization accounting is desired.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in accounting, Business Administration, or related field.

SALARY: \$21.00 - \$25.00