



## **ECONOMIC IMPROVEMENT COUNCIL, INC.**

**JOB TITLE:** Fiscal Officer  
**LOCATION:** EIC Administrative Offices  
**SUPERVISOR:** Chief Financial Officer  
**WORKING HOURS:** Monday – Friday, 8:00 a.m. to 5:00 p.m. (Typically)

### **JOB OVERVIEW:**

The Fiscal Officer is responsible for coordinating and supervising financial management activities, including overseeing accounts payable, preparing budgets and financial reports, and ensuring compliance with federal and state regulations. This role also involves assisting with budget planning, property management, and audit coordination.

### **KEY RESPONSIBILITIES:**

#### **Financial Management:**

- Coordinate and supervise the responsibilities of the Accounts Payable Administrator and other financial management staff.
- Check all payables for accuracy, code according to budget allowances, and prepare for payment processing.
- Review and initial all time and travel reports before filing for audit.

#### **Budget Coordination:**

- Coordinate all budgets and prepare quarterly and monthly reports required for resource suppliers.
- Review and consolidate quarterly tax reports (Federal and State) with the Fiscal Administrative Assistant.

- Prepare biweekly tax deposits in accordance with payroll schedules.
- Assist all programs with budget planning, setting up budgets, and coding accounts.
- Prepare a “System and Controls” procedure to assure internal control of finances.

**Property and Supply Management:**

- Coordinate all property handling and prepare inventory of non-expendables as required.
- Maintain consumable supplies in locked storage for internal control and disposal.
- Approve all consumable supply requisitions for handling.

**Program Support:**

- Coordinate and assist Project Directors and employees in planning non-discriminate finance and property management programs in accordance with Federal Guidelines, Personnel Policies, and Board Directives.
- Support local audit services and assist auditors as needed.
- Reconcile bank statements of all expenditures prepared by the CFO.

**REQUIRED SKILLS AND QUALIFICATIONS:**

- Assess staffing needs based on the fiscal complexity of the organization.
- Secure ongoing services of a fiscal officer with sufficient education and experience.
- Certified Public Accountant (CPA) preferred, or a minimum of a baccalaureate degree in accounting, business, fiscal management, or a related field.
- Minimum of six months supervisory experience.
- Two years’ experience in Public Accounting or in government or non-profit accounting is desired.

**EDUCATION AND EXPERIENCE:**

- Bachelor’s Degree in Accounting, Business Administration, or a related field.

Signature \_\_\_\_\_ Date \_\_\_\_\_