

**Job Description**

**Job Title:** Fiscal Administrative Assistant

**Supervisor:** Fiscal Officer

**Working Hours:** 8:30 am – 5:00 pm (Normally)

**Work Station:** Edenton Administrative Office

**Duties and Responsibilities:**

1. Complete General Journal entries for in-kind space, audit fees, recurring entries, etc.
2. Complete Workmen’s Compensation information as required for all employees.
3. Complete and maintain inventory of all EIC’s programs.
4. Check all In-Kind Volunteer Services’ Reports for proper signatures, accurate calculations, and prepare and record General Journal in Cougar Mountain Accounting System accurately.
5. Conduct Month End Closings and assist Fiscal Officer with Year End Closings.
6. Enter, record and complete FSS Escrow accounts for all Section 8 Family Self Sufficiency clients. Complete General Journal in Cougar Mountain Accounting System accurately.
7. Enter or record cash receipts into the Cash Receipt Log for all agency funds.
8. Enter cash receipts into the General Ledger in the Cougar Mountain Accounting System accurately.
9. Responsible for assigned bank reconciliations.
10. Responsible for reviewing and making journal entries received from the Section 8 Director for fraud recovery.
11. Responsible for calculating and entering fringe benefits for all employees into the internal database.
12. Responsible for entering employee deductions for insurance premiums as well as other approved deductions as appropriate into the computer system.
13. Responsible for ensuring that benefits payments are made on time to carriers.
14. Disburse blank purchase orders to departments when requested.
15. Minimally assist the Executive Director with clerical duties as needed.
16. Type the agency’s Fiscal and Personnel Policies Manuals.
17. Other duties as deemed necessary.

**Desirable Skills and Qualifications**

1. Knowledge of accounting procedures, principles and practices.
2. Possess good computer skills.
3. Possess good grammatical skills.
4. Ability to work with accounting software.

**Education and Experience:**

Bachelors or Associate Degree in Accounting, Office Technology, Business Administration, or related field with at least one year experience working in a business office setting.