



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

**POSITION ANNOUNCEMENT**  
(This is not a full job description)

**FISCAL CLERK**  
(Clerical & Accounting Support)

Redwood Coast Regional Center is currently recruiting for a Fiscal Clerk with a high school diploma or equivalent; 2 years of paid clerical experience, including fiscal record keeping and use of a computer. An AA degree in accounting or business administration may be substituted for one year of experience. A bachelor's degree in accounting or business administration may be substituted for two years of experience. Requires knowledge of general office methods and procedures, with some word processing; familiarity with bookkeeping and accounting terminology and of various office machinery including personal computers; copier, fax machine and calculator; excellent spelling and grammar. Also required is a thorough knowledge of Microsoft Windows environment.

Under direction, Fiscal Clerks are responsible for providing general clerical and accounting support to the Fiscal Team. This position requires the ability to work with minimal supervision; to exercise independent judgment and initiative; good teaming skills; good communications skills both verbally and written; excellent organizational skills; flexibility; thorough understanding of the concept of confidentiality and skill in relating to the general public and staff in a tactful, concise, diplomatic manner.

This position requires a valid CA driver's license, reliable transportation, minimum vehicle insurance as prescribed by law or the ability to provide for independent transportation. Computer literacy is also required. A background check will be required prior to employment.

Salary range: Starting \$2109/month (8 step range) with excellent benefits

Location: Full Time: Ukiah, CA

Closes: May 18, 2018 at 5:00PM

Please visit our website: [www.redwoodcoastrc.org](http://www.redwoodcoastrc.org) Click *ABOUT US* tab; *Career Opportunities* in the dropdown box. Please download the application and forward the completed application with a current resume and letter of interest. Incomplete packets will not be considered for an interview.



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

I. Position title: **FISCAL CLERK**

II. Job Description and Duties:

Under supervision, the Fiscal Clerk performs:

General clerical work such as filing; binding accounting reports and maintaining hanging files; stamping and distributing mail; preparing binders, file folders and hanging files; making photocopies; organizing and assembling human resources information packets; assisting with routine computer operations and maintenance tasks; stuffing envelopes; sorting canceled checks; distributing regular and special reports, and carrying out other general clerical duties as assigned.

Accounting clerical work such as making calculations; checking records for accuracy and completeness; maintaining and organizing records; processing transactions and verifying the accuracy of those transactions, including computer data entry; assisting with bank reconciliations; performing accounting research as needed, assisting fiscal team members with special projects, and carrying out other clerical accounting duties as assigned.

III. Minimum Employment Standards:

A. Education:

Graduation from high school or equivalent

B. Experience:

Two years of paid clerical experience, including fiscal record keeping and use of a computer. An AA degree in accounting or business administration may be substituted for one year of experience.

C. Knowledge and Abilities:

Knowledge of general office methods and procedures, with some word processing; familiarity with bookkeeping and accounting terminology, practices and procedures; exposure to computer accounting and information programs, including spreadsheets and databases, ability to make calculations rapidly and accurately; ability to organize sometimes demanding workload, ability to be highly flexible; ability to meet deadlines; ability to learn new manual and computer procedures rapidly; ability to maintain confidentiality of information; ability to work closely and effectively with others

D. Travel and Work Schedule Requirements

Travel is not normally a requirement of this position but occasionally may be necessary. Flexibility in scheduling work days and hours is vital to this position, and is frequently necessary when deadlines must be met.

E. Supervision:

This position is supervised by the Director of Administration and/or his/her designee.

See Attached List of Core Competencies



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

## Core Competencies for FISCAL CLERK

### 1. Support/Service

- Understands and “demonstrates” RCRC Mission and Vision.
- Interacts professionally with clients, families, agencies, service providers and associates at all times.
- Employs person centered thinking principles in interactions with clients, staff and service providers.
- Demonstrates a problem-solving approach when challenges are encountered.

### 2. Initiative

- Takes personal responsibility for one’s own job performance and demonstrates a commitment to professional growth and development through on-going training.
- Ability to function autonomously when needed within parameters of job and assigned tasks and utilize prudent, professional judgement and seek assistance when needed by consulting with supervisor.
- Works effectively without constant and direct supervision or guidance.

### 3. Adaptability

- Demonstrates flexibility in the face of change.
- Projects a positive demeanor regardless of changes in working conditions and work load.
- Adapts to changes in processes and data management systems and learn and utilize new processes and programs for multiple tasks.

### 4. Communication Skill

- Communicates clearly and accurately both verbally and in writing to project a positive image of the agency.
- Speaks with confidence using clear, concise sentences and is easily understood, and is diplomatic in all communication.
- Ability to document and communicate information in a factual, accurate, concise and timely manner.
- Exhibits active listening skills when receiving input on other’s ideas and/or concerns.
- Responds to phone calls and emails in a professional and timely manner.

### 5. Team Player

- Works as a competent member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals.
- Willingly assists other departments as appropriate.
- Represents the Redwood Coast Regional Center in a professional and positive manner.
- Maintains working relationship with one’s supervisor through regular communications.
- Promotes cooperation with other work units, agency departments and allied agencies.



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

## 6. Judgment

- Exhibits sound judgment and the ability to make reasonable decisions in the absence of direction in a manner that is consistent with person centered principles and the agency's mission and vision.
- Demonstrates the ability to swiftly refer problems/issues to the appropriate person, and identify when additional information is needed to clarify a situation or to make a decision.
- Demonstrates professional ethics in all aspects of work including confidentiality, honesty, integrity, respectfulness, and accountability for one's actions.
- Maintains appropriate confidentiality regarding information accessed in the course of executing assigned duties.

## 7. Proactive

- Demonstrates the ability to foresee problems and prevent them by taking action.
- Utilizes analytical skills and a broad understanding of the business to effectively interpret and anticipate needs.
- Approaches challenging tasks with a "can-do" attitude.

## 8. Organization

- Ability to balance conflicting priorities in order to manage workflow and management of time to ensure the completion of essential projects, and meet critical deadlines.
- Effectively manages the workspace (i.e. keeps a clean and organized office, appropriately handles all paperwork, maintains control over the physical environment).
- Shows the ability to manage multiple conflicting priorities without loss of composure.

## 9. Computer/Technical Skills

- Displays proficiency using standard office equipment such as a computer, fax, photocopier, scanner.
- Demonstrates a solid working knowledge of the computer programs and information systems required for the completion of one's work responsibilities including but not limited to SANDIS, ADP, Microsoft Outlook, and Microsoft Word.
- Demonstrates advanced proficiency by quickly adapting to new technology and easily acquiring new technical skills.
- Able to create tracking systems, utilize Excel spreadsheets for monthly, quarterly, yearly statistics.
- Able to produce flyers and other training material (power point, etc.) under supervision of the Manager.
- Is detail oriented and familiar with accounting principles.

\*\*\*\*\*