



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

POSITION ANNOUNCEMENT
(This is not a full job description)

FISCAL ASSISTANT
(Clerical & Accounting Support)

Redwood Coast Regional Center is currently recruiting for a Fiscal Assistant 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 Assistants 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 \$2668/month (8 step range) with excellent benefits

Location: Full Time: Ukiah, CA

Closes: **February 7, 2020 at 5:00PM**

Please visit our website: 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.

EOE



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I. Position title: FISCAL ASSISTANT

II. Job Description and Duties:

Under supervision, the Fiscal Assistant performs:

General clerical work such as checking records for accuracy and completeness; making calculations and performing summary reports; processing transactions such as Purchase of Service invoices, cash receipts, or Operating Expenses and verifies the accuracy of that information; answers inquiries from vendors and staff about rates, payments and procedures; maintaining records and being responsible for computer procedures such as payroll, accounts receivable, and/or accounts payable; performing computer data entry and processing; carrying out computer operations and problem logs and reporting, report production and distribution, and computer systems maintenance, including organizing and maintaining supplies; accomplishing bank and other account reconciliations; performing accounting research as needed; preparing and maintaining statistical reports, assisting fiscal team members with special projects, and carrying out other general clerical duties as assigned or when needed to maintain the basic functions of the fiscal department.

In addition to the above duties, a Fiscal Assistant may be assigned advanced computer systems operations duties, including systems security, report programming, computer program libraries maintenance, extensive user training, troubleshooting and advanced problem resolution. Additional compensation will be provided for the acceptance and performance of such duties.

III. Minimum Employment Standards:

A. Education:

Graduation from high school or equivalent

B: Experience:

Two years of paid accounting experience in an accounting office, including use of a computerized accounting system and microcomputer accounting tools, such as, spreadsheets and databases. 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.

C. Knowledge and Abilities:

Knowledge of bookkeeping and accounting terminology, practices and procedures; familiarity and hands-on experience with computerized accounting and information programs, including facility with spreadsheets and databases, ability to maintain accounting ledgers; familiarity with good accounting control needs and audit considerations; ability to prepare statistical summaries and reports; knowledge of general office methods and procedures, with some word processing; 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.



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D. Other Requirements

Travel is not normally a requirement of this position but occasionally may be necessary.

This position requires the ability to work under pressure of deadlines and a fast-paced environment; cope with complex and often stressful situations; give attention to detail & learn new tasks quickly; work as a team and exhibit effective communication with team members; be predictable, reliable, and prompt attendance; interact with co-workers on-site; attend meetings; and be available for in-person communication. Flexibility in scheduling work days and hours is vital to this position, and is frequently necessary when deadlines must be met.

Physical requirements include sitting in office setting. Frequent walking, standing and occasional lifting of up to 35 lbs with occasional bending, stooping, reaching and stretching to complete work duties. Adequate manual dexterity and coordination for operation of a computer and other standard office equipment including calculator and copy machine. Hearing and vision corrected to normal range. Any of the above with reasonable accommodation.

E. Supervision:

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