



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

## Fiscal Assistant

### **Basic Function:**

Under direct supervision of the POS Manager, the Fiscal Assistant is responsible for supporting the fiscal department. These responsibilities include clerical work, processing transactions of Purchase of Service Requests, assist in preparing and processing invoices for providers, maintaining, and distributing reports and records; and assisting the POS team with Special Projects.

### **Duties and Responsibilities:**

- Review, calculate, input data, and process service provider invoices, purchase of service requests, and reports/forms.
- Verify and reconcile required documentation for provider payments such as matching documentation and resolving any discrepancies.
- Reconcile processed work for accuracy and completeness by verifying entries and comparing system reports to balances.
- Process provider invoices by receiving and verifying reports and documentation, performing data entry, preparing checks, and resolving invoice or payment discrepancies.
- Resolve discrepancies by collecting and analyzing information.
- Perform accounting research, as needed.
- Prepare and maintain statistical reports, as needed.
- Maintain historical records by filing documents.
- Answer inquires from providers and employees regarding payments and procedures.
- Distribute provider payments.
- Create, maintain, and distribute reports and additional documentation as needed.
- Maintain compliance of policies and procedures for processing purchase of service requests and invoices.
- Assist in troubleshooting and advanced problem resolution with computer systems related to Purchase of Service
- Maintain client and provider confidentiality by keeping information confidential.
- Assist in maintaining and updating manuals, records, and data as needed.
- Maintain departments stock of general office supplies.
- Assist with special projects and/or other duties as assigned.

### **Knowledge of:**

- Knowledge of bookkeeping and accounting terminology, practices and procedures.
- Experience with computerized accounting and information programs, including facility with spreadsheets and databases.
- Familiar with good accounting control needs and audit considerations.
- Knowledge of general office methods and procedures, with some word processing.
- Knowledge of preparing statistical summaries and reports.

### **Ability to:**

- Maintain accounting principles.
- Make calculations rapidly and accurately.
- Organize sometimes demanding workload.
- Be highly flexible; ability to meet deadlines.
- Prepare documentation and reports.
- Learn new manual and computer procedures rapidly.
- Maintain confidentiality of information.
- Work closely and effectively with others.
- Interact in a manner creating an atmosphere of teamwork to include behaving in a respectful, cooperative and courteous manner with all staff, members of the community, clients and their families, other agencies and supervisors at all times.

**Education and Experience:**

- Graduation from high school or equivalent
- 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.

**Other Requirements:**

- Have the ability to provide independent transportation;
- Meet the physical requirements necessary to perform assigned duties safely and effectively, including lifting twenty-five (25) pounds on an occasional basis and in excess of twenty-five (25) pounds with assistance;
- Flexibility in scheduling workdays and hours is vital to this position, and is frequently necessary when deadlines must be met.
- 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, demanding environment and to cope with complex and often stressful situations.

**Working Conditions:**

Environment:

- Office Environment;
- Driving, or riding in, a vehicle to conduct work.

Physical Abilities:

- Dexterity of hands and fingers to operate a computer keyboard and phone keypad;
- Sitting for extended periods of time;
- Standing, walking twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-25 pounds to waist height.

## Core Competencies for Fiscal Assistant

### 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.

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 Supervisor.
- Is detail oriented and familiar with accounting principles.

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