



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:

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

- 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 inquiries 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.

Redwood Coast Regional Center's Workplace Security Policy:

Employee security responsibilities:

- Access only the systems, data, and physical spaces required for your position.
- Keep credentials confidential, never share or reuse them and use multi-factor authentication (MFA) where implemented.
- Immediately report suspected credential compromise, security incidents or any suspicious activity, or potential risk, to the ITG Team and/or your supervisor.
- Complete all required security and data protection trainings on time.
- If working out of the office such as in the field, use secure connections and compliant, protected devices; do not access or store confidential information on unsecured networks or personal devices without authorization
- Return all organizational assets upon termination of employment or at the end of your contract and cooperate with HR/IT to promptly remove system access.

- Understand that violations of security policies and procedures may result in disciplinary action, including termination of employment and/or legal action.

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.