



# Northwest Community Corrections Center Job Description

## **FISCAL SPECIALIST**

This position reports directly to the Executive Director. This is an Administrative Exempt, unclassified position.

### **Job Duties**

- Maintains and monitors banking, budgeting, audit, accounting, and purchasing processes for the facility.
- Prepares budgets, forecasts, cost allocation plans, and budget revisions as required.
- Prepares required fiscal documents and reports for the Director and funding agencies (i.e. monthly, quarterly, annual financial statements).
- Creates purchase orders, orders supplies, and ensures purchasing procedures are followed.
- Enters bill backs into the Auditor's system using CMI FinQ to process payments of invoices.
- Ensures a comprehensive financial audit trail.
- Reconciliation of bank deposits.
- Maintains Business Department Handbook.
- Maintains documentation of facility assets and inventory.
- Monitors facility office equipment and orders service or supplies as needed.
- Prepares audit requirements and other state requirements.
- Actively participates in any other assigned tasks.

### **Qualifications**

- Associate's Degree or comparable experience in business or accounting.
- Experience in governmental accounting preferred.
- Must have valid driver's license and be insurable under facility policy.
- Must be proficient in Microsoft Office Suite, and preferably QuickBooks.
- Proven ability to organize workload and appropriately handle confidential information.
- A/P and A/R knowledge preferred.
- Knowledge in grant fiscal administration a plus.
- Must be able to be reached by telephone.

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