

RIDE CONNECTION POSITION DESCRIPTION Fiscal Specialist I

Position Title: Fiscal Specialist I
Position Reports To: Chief Financial Officer
Full-Time Equivalent: 100%
Status: Non-Exempt

Position Summary

The Fiscal Specialist I is an administrative confidential position that supports the administration of Ride Connection. This position is responsible for assisting the Chief Financial Officer and Chief Operating Officer in the development and oversight of fiscal management and compliance tasks. The Fiscal Specialist I must work independently and manage multiple projects assigned by the Chief Financial Officer and Chief Operating Officer. The position requires performance of general bookkeeping functions that include Accounts Payable, Account Receivable, Payroll, General Ledger, Cash management, Reconciliations and preparation of other reports and documents as assigned. In this position discretion must be exercised in protecting and releasing information.

Core Accountabilities

Agency Values – Consistently demonstrates Ride Connection values in all business interactions and performance. Ride Connection has identified the following as our agency values

- Recognize, nurture and appreciate our staff and volunteers.
- Maintain collaborative relationships with Network Providers.
- Deliver safe, personalized and accessible transportation services.
- Assure honest, reliable and accountable business relationships.

Teamwork – Exhibits spirit of cooperation, showing adaptability and flexibility in work groups and with volunteers. Supports team goals, assists co-workers and shows appreciation for others.

Respect and Caring – Consistently interacts with others in a courteous and professional manner. Maintains confidentiality.

Effective Use of Resources – Uses all resources of office and position effectively. Makes efficient use of the time and talents of others. Does not waste materials, supplies or time.

Initiative – Shows independence and initiative. Demonstrates creativity in problem solving, contributing new ideas and solutions.

Leads by Example

Major Duties and Responsibilities

- Assists with fiscal forecasting and researching of financial trends.
- Assists with the preparation, coordination and monitoring of all agency, program, grant, contract and resource development proposals and budgets.
- Assists with the creation of and responsible for the ongoing monitoring of an agency cost allocation plan.
- Provides fiscal, compliance, HR, and service reports for Agency Board of Directors, Committees, and management meetings as directed by the Chief Financial Officer and follows up on assigned tasks.
- Assists with payroll and decisions pertaining to payroll handling.
- Performs fiscal and bookkeeping functions according to Generally Accepted Accounting Principles (GAAP) i.e. Accounts Payable, Accounts Receivable, General Ledger, Cash Management and informs the Chief Financial Officer on fiscal issues.
- Assists the Chief Financial Officer in all data collection for the preparation of, but not limited to, financial statements, cash flow projections, budgets, cost allocations, other fiscal reports and billings, and statistical reports and schedules according to prescribed timelines for all grants, contracts and staff.
- Collects data and issues reports according to prescribed timelines
- Assists with the coordination of annual corporate tax return preparation and transmit (990 & CT-12).
- Assists the Chief Financial Officer in coordinating annual independent audit with auditors.
- Ensures standard accounting principles and management procedures are followed so a clean A-133 audit is assured.
- Ensures compliance with all applicable funding regulations, corporate policies, and applicable laws and regulations.
- Assists the Chief Financial Officer in the preparation and review of Requests for Quotes and Requests for Proposals.
- Assists with research on assigned projects and provides informational reports to the Chief Financial Officer.
- Assists with the financial portion of annual site visits with network partners including generating reports and may include attending site visits.
- Assists with contract negotiation as needed by Chief Financial Officer.
- Assists as needed with the purchases and inspections of new vehicles.

- Assures the maintenance of organizational records including but not limited to, subcontractor records, site visit records.
- Provides technical support/customer service to partner network and internal staff.
- Assists partners with subcontractor management and reporting compliance.
- Adheres to report deadlines set by the Chief Financial Officer and/or contract deadlines.
- Assists as necessary with the staffing of the Audit/Finance Committee.
- Attends agency staff meetings, management meetings and board/committee meetings as required.
- Maintains fiscal department policies and procedures manual.
- Assists other departments with assigned projects.
- Provides additional support and expertise as required.
- Represents Ride Connection in a professional manner to our service partners, our funders, and the community.
- Ability to effectively communicate the mission and purpose of Ride Connection.
- Develops, maintains and enhances relationships with Ride Connection staff, partners, customers, and supporters.
- Provides superior quality customer service to ensure that each person who requests Ride Connection service is treated with dignity, respect and patience.
- Participates in required training programs and attends all staff meetings as required.
- Adheres to current Ride Connection Personnel Policies.
- Performs other duties as assigned.

Required Qualifications

- BA degree in accounting or finance or, a high school diploma or equivalent with a minimum of three years of accounting experience including maintenance of accounting records on a computer system.
- Experience in creating Cost Allocation Plans.
- Experience in financial analysis.
- Experience in budgeting
- Knowledge of source documents (invoices, receipts, checks, deposit slips); journals; ledgers; trial balance; and financial statements. (Confidential experience required)
- Knowledge of GAAP
- Knowledgeable and experience with fund and functional accounting principles.
- Proficient with Microsoft products including Excel spreadsheet formatting and computerized accounting software.
- Demonstrated computer skills, and proficient with the Microsoft Office environment and related software.
- Experience in maintenance of computerized accounting records.
- Considerable knowledge of business English, spelling, punctuation and mathematics.
- Considerable knowledge of modern office practices and procedures

- Knowledge of project planning and report presentations.
- Knowledge of confidentiality rules.
- Ability to communicate professionally, effectively and pleasantly on the phone, and to take and relay complete messages.
- Strong organizational skills and ability to manage multiple responsibilities within a specified timeline.
- Excellent interpersonal, oral and written communication skills with the ability to exercise good judgment, courtesy, and tact in public contact and handling problems.
- Ability to work as a team member with a diverse group of people.
- Ability to understand and follow written and oral instructions.
- Ability to give clear and concise directions, both orally and in writing.
- Ability to work independently on assigned tasks and to make decisions with minimal supervision by prioritizing and organizing tasks.
- Ability to meet prescribed deadlines.
- Ability to adapt to a rapidly changing environment.
- Effective problem-solving skills.
- Effective listening skills.
- Must have access to reliable transportation for employment purposes which may include evenings and weekends. If using personal vehicle, must maintain proof of auto insurance and comply with State regulations
- Maintain a driving record that meets or exceeds Ride Connection's driver standards
- Ability to pass a National Criminal Record Check which includes fingerprint identification.

Preferred Qualifications

- Experience with government and foundation grants and transportation preferred.
- Proficient with Financial Edge.
- Experience working with older adults and people with disabilities.
- Experience and passion working for a Non-Profit organization.
- Experience within the transportation field.

Physical Requirements

- Repetitive motion
- Prolonged sitting
- Verbal communication with others
- Extensive visual involvement
- Extensive use of a computer and ten key
- Office environment
- Occasional lifting of items from below the knees or above the shoulders
- Occasional lifting up to 40 pounds

Note: This job description is intended as a guideline, only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment may be terminated at will, with or without cause.

Ride Connection is an Equal Opportunity Employer.