

NORTHERN TIER COMMUNITY ACTION CORPORATION

POSITION DESCRIPTION

Job Title: Weatherization Fiscal Specialist
Department: Weatherization
Date: 03/2024
Supervisory Responsibility: No

Reports To: Fiscal Manager & WZN Director
FLSA: Non-Exempt
Salary Range: Negotiable

BASIC FUNCTION:

The positions primary duties are to perform fiscal duties related to the Weatherization and Energy Programs reporting directly to the WZN Coordinator and Fiscal Manager. In addition, this position regularly assists the Fiscal Manager in administrative, clerical and fiscal duties necessary for the successful operation of all programs and is trained to complete certain tasks in the absence of the Fiscal Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collects and processes all data necessary for an efficient and responsible accounting system at the direction of the Program Director and Fiscal Manager.
- Prepares all financial reports for internal and external distribution concerning program disbursements at the direction of the Fiscal Manager.
- Accurately oversees accounts receivable and payable, including all invoicing and program disbursements at the direction of the Fiscal Manager.
- Maintains records and files pertinent to the program. Types reports, forms and correspondence. Assists in case management and assists with client applications in multiple programs. Performs data entry, filing, bookkeeping and other clerical duties necessary to maintain an efficient office.
- Routinely communicates with the public in a professional, helpful manner. Represents the program and the agency in a positive manner with clients and the general public. Answers telephone calls, takes and distributes messages; performs related customer relation and outreach activities as assigned or directed.
- Assists in the preparation of fiscal reporting mechanisms; audits financial records for accuracy and timeliness. Assists in compiling data for the preparation of appropriate reports for internal and external distribution.
- Reviews program records with the Fiscal Manager and takes corrective action as needed to meet set goals and objectives.
- Establishes and maintains good lines of communication with all staff to ensure coordination of activities.
- Will be responsible to maintain internal controls including contract compliance.
- Prepares payroll from time and attendance records as requested for the Weatherization and Energy Program.
- Allocates costs and disbursements in budget categories; reconciles general ledgers as requested. Reports and resolves discrepancies.
- Assists Fiscal Manager in Journal Voucher entries, budgets, revisions, reporting, auditing and monthly closeouts for all agency programs including the CSBG and COPOS reporting. Hold a good working relationship with monitors and auditors.
- Prepares payroll and submits in the payroll system in the absence of the Fiscal Manager
- Assists and guides other bookkeeping staff with fiscal tasks in the Fiscal Managers absence
- Other duties as properly assigned by supervisory personnel and Director.

KNOWLEDGE, SKILLS AND ABILITY REQUIREMENTS:

Skills and Abilities:

Strong interpersonal, verbal and written communication skills are necessary to successfully perform the essential duties. Organizational and decision-making skills, the ability to work with confidential information and handle unusual situations with tact and diplomacy is required. This employee must exercise discretion and independent judgment in most situations. This position may occasionally require travel both in and out of the four county service area to attend meetings and/or trainings. The ability to interact in a professional manner with clients, the public and co-workers as well as the ability to understand, follow and communicate written and oral instructions in English is necessary. The ability to react to change productively is also required. Must be willing to submit a background check with Pennsylvania State Police for Criminal Records Check, the Public Welfare Child Abuse History Clearance, and the Federal Criminal History Record Information.

Education and Experience:

A high school diploma or equivalency, previous accounting/bookkeeping experience is also required. This position requires familiarity with accounting systems, proficiency in Excel, Word, and Outlook, and computer literacy with basic software programs.

PHYSICAL QUALIFICATIONS:

Lifting:	0-20 lbs.....	Often
	20-50 lbs.....	Rarely
	Over 50 lbs.....	Rarely
Driving/Travel.....		Occasional
Pushing/Pulling.....		Occasional
Manual keying/data entry/sitting.....		Often

Vision requirements:

Close vision (clear vision at 20 inches or less)	<input checked="" type="checkbox"/>
Distance vision (clear vision at 20 feet or more)	<input checked="" type="checkbox"/>
Color vision (ability to identify and distinguish colors)	<input checked="" type="checkbox"/>
Peripheral vision (ability to observe an area that can be seen up and down or the left and right while eyes are fixed on a given point)	<input checked="" type="checkbox"/>
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	<input checked="" type="checkbox"/>
No special vision requirements	<input type="checkbox"/>

Tools/Equipment Used:

Cell phone.....	Rarely
Telephone.....	Frequently
Computer.....	Frequently
Photocopier.....	Frequently
Dollies (hand truck).....	Frequently
Electrical testing equipment.....	Rarely

This is a physical and mentally active position with continual interaction with management, staff and clients.

This position description in no way states or implies that these are the only duties to be performed by the incumbent. Employees are required to follow any other job-related instruction and to perform any other duties as requested by their supervisor, or as becomes evident. Any essential function or requirement of this class will be evaluated as necessary should an individual be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the individual when possible. The employee's signature indicates acknowledgement and understanding of the conditions of employment. Failure to meet and maintain these conditions or requirements may be cause for termination of employment.

Acknowledgement: I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of Weatherization Bookkeeper / Compliance and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by Northern Tier Community Action Corporation or myself and such termination can be made with or without notice.

Signature - Employee

Date

Signature - Employer Representative

Date