

## POSITION DESCRIPTION

**Title:** Fiscal Accounting Coordinator

**Office Location:** CAT main office, St. Helens

**Position Classification:** Non Exempt

**Position Supervises:** none

**Position Reports to:** CAT Executive Director and CAT Fiscal Director

**Position Coordinates effectively with:** CAT Executive Director, Fiscal Director, Human Investment Director, Human Investment Program Managers, Community Investment Director, Community Investment Program Managers, as well as our internal and external partners/funding agencies.

**Salary:** Program Director II (\$17.46 - \$27.14/hour)

**Hours Worked:** 1 FTE position with the majority of work done between 8:30-5:00. There may be occasional evening and weekend requirements for meetings.

**Position Summary:** Under the direction and guidance of the Fiscal Director, the Accounting Coordinator is responsible to assist in maintaining the CAT bookkeeping system, including the chart of accounts. The Accounting Coordinator also understands and assists with program compliance, program reporting (in cooperation with program management staff), financial record keeping, and program drawdowns.

The Accounting Coordinator establishes a supportive interface with CAT program management staff. This position works with program directors/managers to create and track their budgets and expenditures. This includes monthly spending reviews with program directors/managers as well as monitoring the accuracy of payable codings. The Accounting Coordinator will also function as program analyst for community development projects, including maintenance of project development budgets in cooperation with program staff.

### **Duties:**

1. Assist in preparing grant applications for all programs.
2. Assist in compliance and the development of budgets for all programs.
3. Review expenditures for accuracy and grant compliance.
4. Set-up and maintain program budgets within the CAT fiscal system.
5. Produce monthly variance reports on behalf of the Fiscal Director, as required by the CAT board and management team.
6. Perform timely fund draws and compliance reports.
7. On a monthly basis monitor revenue and expenses for grants and contracts.
8. Reconcile bank account(s) as directed.
9. Work with Fiscal Director and program directors/managers to ensure contract and fiscal compliance.
10. Assist in the agency annual financial audit as needed.
11. Produce and interpret financial reports for the Executive Director and program directors/managers.
12. Submit assigned financial reports in a timely manner.
13. Interact with other CAT staff as needed for program and board reports.
14. Prepare for funding source reviews and audits.
15. Perform other duties as assigned by the Executive Director and Fiscal Director.

**Qualifications:**

It is preferred that qualified candidates have a bachelor's degree in accounting or equivalent. CPA credential is not required, but is desirable. Applicants intent on working to acquire their CPA are welcome to apply.

Qualified candidates must have the ability to communicate effectively orally and in writing, including competence in communication with community and staff members from diverse backgrounds. The position requires strong skills in utilizing the full Professional Microsoft Suite. Knowledge of Generally Accepted Accounting Principles (GAAP), Sarbanes-Oxley legislation, budgeting principles and OMB Circular 2CFR 200 is desired. Candidates must also have the ability to work directly with members of management and boards. Non-profit experience is not required, but is desirable.