



# Southern 14 Workforce Investment Board, Inc.

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## Job Title: Fiscal Officer

### Position Overview/Responsibilities

- Review payables and process payments for service provider vouchers and office expense.
- Data processing required to entry of payments into the accounting system.
- Compile service providers cash requests, verify funding balances as well as cash on hand for each provider and process request via the state grantee reporting system (GRS) twice a week, usually Wednesday and Friday)
- Consult with Executive Director to coordinate required activities, deadlines and schedules.
- Review and compile service provider financial reports for each grant by fund and cost category. Post each service provider report on grant recipient account system. Report the total cost by category for each fund on the GRS system as required by funding source.
- Compile material for board meeting, mail out as requested.
- Prepare office financial report for board approval.
- Complete bank reconciliations for WIA and Accrued Leave accounts.
- Review office budget.
- Audit preparation and liaison with auditors.
- Monitoring preparation and maintenance of liaison with state funding source fiscal monitors.
- Conduct fiscal monitoring for each grant fund at service provider locations.
- Act as liaison and staff support for the board and board committees as needed.
- Information and technical liaison between service providers, board and funding source.
- Attend all state and local meetings, seminars and training conferences which are applicable to position.
- Review and act on policy letters, memorandums and technical support letters.
- Review funding source inventory records for WIA #26. Request disposition of inventory and report any new equipment as required.
- Compile service provider, as well as board grant budgets to assist Executive Director with funding and grant opportunities.
- Review all bills and prepare checks. Prepare salary schedule and employee pay records quarterly reports, maintain accrued leave records and all other duties pertaining to the fiscal operation of the office.
- Assist Executive Director and Program-Board Compliance Manager/EO Officer.
- LWIA 26 Inventory Control Officer

### Requirements

- Computer Skills (Microsoft Office-Work, Publisher, PowerPoint, Excel, Access)
- Organizational Skills ■ Public Speaking ■ Communication Skills ■ Internet and Email
- Fax Machine ■ Copy Machine ■ Calculator/Math ■ Typewriter

### Other

- Reliable transportation

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.