

Fiscal Manager

This position is responsible to the Benzie Senior Resources Executive Director and Benzie Senior Resources Board of Directors.

Qualifications:

- Must be at least 18 years of age.
- Graduation from high school, (college courses desirable) with significant work experience in accounting, payroll, budgeting, secretarial practices, and some knowledge of senior population.
- Any combination of experience and education that would provide the required knowledge and abilities.
- Professional level accounting experience may be substituted for the required education on a year-to-year basis.
- Knowledge of Human Resources is a plus.

General Description:

- Working knowledge of Quick Books (Non-Profits), Microsoft Office Products
- Varied secretarial, accounting, payroll and budgeting work including extensive use of computers utilizing word processing and spreadsheet software.
- Demonstrate experience required to perform many varied duties within the office.
- Managing files and records.
- Ability to perform with accuracy; must be competent with figures and very organized.
- Ensures the timely and accurate preparation of required and requested reports.
- Perform tasks to assist the public and other agencies.
- Display considerable initiative, independent judgment and discretion in completing delegated tasks; working with minimal supervision.
- Working under sometimes stressful conditions with varied workloads and deadlines.

Responsibilities:

- Responsible for BSR transmittals, vouchers, reconciliations, payroll and budget.
- Responsible for handling, balancing, depositing of all monies.
- Coordinate with the Administrative Assistant with reviewing all deposits prior to making the deposit. If the Administrative Assistant is unavailable, then have the Secretary/Receptionist review the deposit. The BSR Executive Director is always consider a back-up to this process.
- Prepare and file, on time, all monthly and quarterly reports for State/Federal/County funding.
- Review and sign documents.
- Collect and receipt money received.
- Maintain a detail General Ledger.
- Assist in budget preparation, if necessary.
- Assist in general accounting journal entries and budget transfers.
- Assist auditors in annual audit.
- Assure that all sub-contractors contracts and necessary required paperwork is received and filed as required by regulations.
- Implement required changes relating to funding through State or Federal.
- Assist fellow employees as necessary.

- Type correspondence, records and reports.
- Prepare and maintain various records, special and regular reports.
- Calculate and prepare all vouchers for payroll and fringe.
- Tactful, courteous, and ability to maintain confidentiality.
- Self-starter, multitasker
- Ability to handle telephone and walk-in traffic
- Other duties as assigned by the BSR Executive Director
- Coordinate the Senior Project Fresh Program with the Administrative Assistant
- Order office supplies & equipment
- Month end Waiver billing
- MERS reporting
- Process new hire paperwork:
 - I-9
 - New Hire
 - Background & MVR reports
- Assist with Diamond Tour trips
- Prepare year end 1099's & W-2's
- Obtain W-9 and Ins Certificates for contractor

PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is occasionally required to use hands to operate to operate office equipment and tools. The employee must be able to reach, climb, stoop and kneel.
2. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

I have reviewed and determined that this job description accurately reflects the position.

Employee Signature

Date

Executive Director

Date