



Bond Community Health Center, Inc.

JOB DESCRIPTION

POSITION:	Fiscal Assistant
DEPARTMENT:	Administration – Finance
REPORTS TO:	Chief Financial Officer
COORDINATES WITH:	All Department
POSITION CLASSIFICATION:	Non-exempt

POSITION SUMMARY

Under general supervision, the Fiscal Clerk is responsible to perform clerical duties in connection with the maintenance of financial and related records of a state agency involving the knowledge and application of bookkeeping principles and practices; and to do related work as required.

INTEGRITY AND TRUST

Is widely trusted; is seen as a direct truthful individual, can present the unvarnished truth in an appropriate and helpful manner, keeps confidences, admits mistakes, does not misrepresent him/herself for personal gain.

MISSION INTEGRATION

Adheres to the Mission of the CHC during all times; is dedicated to meeting the expectations and requirements of the CHC mission (provide quality services in a supportive environment to all people); acts in line with the values of the mission.

TEAM RELATIONS

Understands and supports the team approach; A team player and is cooperative. Easily gains trust and support of peers; Encourages collaboration; must have the ability to be candid with Peers; Fosters open dialogue; create a feeling of belonging to the team.

RESPONSIBILITIES:

- Provide friendly and professional customer service via the phone, in person, by e-mail, and in writing.
- Analyzes financial, statistical and/or budgetary data and reports.
- Reconciles fiscal documents (bills, payroll, budget, bank statements, invoices, purchase orders, travel statements, check registers and checks).
- Assist with the preparation of payroll as needed and make any necessary adjustments to the accounts.
- Responsible for keeping all A/P filing current.
- Assist Financial Accountant and / or CFO during financial audits.
- Research invoices to assure accuracy, financial statement notes and for Departmental questions.
- Prepares accounts payable as directed by the Financial Accountant and / or CFO.
- Maintain records of cash receipts and disbursements and to make reports thereon.

Fiscal Assistant
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- Responsible for petty cash funds.
- Performs various clerical duties and other duties as assigned.

QUALIFICATIONS:

- Associate degree in business or bookkeeping with one-year experience or three (3) plus years work experience in a financial environment. Must have basic accounting skills.
- Intacct accounting software knowledge a plus; Microsoft Excel and Word are necessary.
- Must be dependable, have strong communication skills, be well organized, have a high degree of accuracy, have ability to prioritize and be able to work under pressure.

JOB KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently and manage multi-functions.
- Must be a team player to work harmoniously with other staff and customers.
- Understand and practice the BCHC's policy on confidentiality in respect to all BCHC information and have a high degree of maintaining confidentiality.
- Exhibit professional behavior at all times.
- Detailed-orientated.
- The ability to understand and carry out both oral and written directions.
- The ability to operate adding and calculating machines, and related capacities and abilities.

COMPLEXITY:

- Position requires judgment and ability to follow task through to completion and ability to resolve undefined issues.

INTERPERSONAL CONTACTS:

- Position requires interaction with all departments and customers.

RESPONSIBILITY FOR CONFIDENTIAL MATTERS:

- Position is exposed to confidential records and allows knowledge of personal information; administrative information and all work of this position must be handled in a highly confidential manner.

EFFECT OF ERRORS:

- Errors can expose the Center to embarrassment and liability.

HOURS OF WORK: A minimum of 30 per week and as needed.

SALARY RANGE: As specified in Notice of Hire.

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My signature indicates that I have reviewed this job description with appropriate BCHC staff, and I understand the expectation identified above.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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