

Title:	Fiscal Clerk I
Hours:	Up to 40 hours per week
Wage Range:	\$23.50
Supervisor:	Fiscal Supervising Coordinator
Exempt Status:	Non-Exempt

Job Summary:

This introductory position focuses on providing essential operational and data-entry support to our fiscal department. The ideal candidate has a strong foundational comfort with numbers, high accuracy in data entry, and a desire to learn nonprofit bookkeeping. Working under direct supervision, this role ensures our daily transactions are processed timely while maintaining organized records for the agency.

Supervisory Responsibilities:

- None

Essential Duties/Responsibilities:

- Complete all phases of accounts payable to ensure payments are correct and processed timely
- Complete accounts receivable for assigned grants by preparing invoicing and billing, data entry and printing required reports
- Assists agency staff with questions regarding payments
- Complete bank reconciliations
- Complete bank deposits by recording cash received and preparing deposit slip
- Assist with audit as needed.
- Helps maintain a safe working environment for staff and clients
- Other related duties as assigned

Required Skills/Abilities:

- Must be reliable and extremely trustworthy
- Must be proficient in Word, Excel, Google Workspace (specifically Gmail and Google Calendar), the Internet and email systems
- Ability to learn and adapt to customized accounting software systems
- Excellent organizational skills and attention to detail
- Ability to maintain confidential and meticulous records
- Proven ability to input alphanumeric data quickly and accurately into spreadsheets or accounting system during high-volume transactional tasks
- Comfort with daily arithmetic, calculating totals, and balancing financial logs
- Ability to pass a background clearance including fingerprints

Education and Experience:

- AA degree and 1 years' experience in a similar bookkeeping position; OR high school diploma or equivalent and at least 3 years' experience in a similar bookkeeping position.
- Non-profit experience preferred

Physical Requirements:

- Sitting & Sedentary Work: Must be able to remain in a stationary sitting or standing position for extended periods (up to 75% to 80% of the workday) while operating a computer and 10-key calculator.

- Repetitive Motion: Frequent and continuous use of hands, wrists, and fingers for keyboarding, data entry, operating office equipment, and sorting paper files.
- Lifting & Carrying: Ability to occasionally lift, move, and carry light office supplies, bank deposit bags, or archived financial files weighing up to 15 to 20 pounds.
- Vision & Focus: Close visual acuity required to read numbers on paper invoices, review spreadsheet data on dual monitors, and detect small errors or formatting discrepancies.
- Mobility & Bending: Occasional walking, standing, reaching, stooping, or bending to access filing cabinets, operate a printer/scanner, or assist internal staff.
- Travel: May require the ability to safely drive a personal to local bank branches to complete bank deposits.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.