



JOB DESCRIPTION

JOB TITLE: NRCDV Fiscal Specialist (37.5 hours/week)

STATUS: Exempt

REPORTS TO: Finance Director

SUPERVISES: N/A

APPROVED BY: VP, Advancement & Org. Sustainability

DATE APPROVED: April 2022

SUMMARY

The mission of the National Resource Center on Domestic Violence (NRCDV) is to strengthen and transform efforts to end domestic violence. High-quality, substantive capacity building and education efforts are central to NRCDV's programmatic work to deliver training, technical assistance, and resources to improve community responses to domestic violence and, ultimately, prevent its occurrence.

The primary responsibilities of the position are financial record keeping, processing accounts payable/accounts receivable, payroll, in accordance with grants rules and established financial procedures. Additional responsibilities include maintaining and updating of NRCDV's central filing system and grants management files in accordance with established procedures. Must reside in or near either Harrisburg, PA or the Washington DC metro area. There is a hybrid work schedule (2 days in the office and 3 days working from home)

Essential Duties and Responsibilities

1. In compliance with the Financial Policies and Procedures of the NRCDV, perform the following tasks including, but not limited to:
 - Process the accounts payable bi-weekly check runs for vendors including printing checks, recording them, mailing them and/or processing ACH payments;
 - Compiling and reviewing cash receipt records for all grant income, including but not limited to: receipts, deposits and adjusting entries;
 - Reconciling monthly credit card statements, including collection of all receipts and approved Credit Card Charge Request forms;
 - Verifying EFT deposits, receiving funds, preparing bank deposits and maintaining cash receipt entries according to NRCDV accounting policies;
 - Assist inputting all budget information into the accounting system and comparing the chart of accounts to the budgets;
 - Reconciling monthly bank statements for all bank accounts to the general ledger;

- Monitoring collections – sending past due letters and following up with phone calls; and
 - Administering the petty cash fund.
2. Responsible for payroll of the NRCDV, including but not limited to:
- Maintaining employee files containing fiscal documentation pertaining to payroll as required by law. Ensuring ADP is always updated with appreciate grants, taxes and deductions.
 - Preparing bi-weekly payroll through the automated system. Reviewing payroll report of staff timecards to insure accurate ADP entry;
 - Distributing paychecks to staff
 - Filing of individual state tax applications
 - Processing bi-weekly ACH in a timely manner as required by law
 - Processing Accruals.
3. Following NRCDV financial policies and procedures, assist in generating, maintaining and updating the financial records of the NRCDV, including, but not limited to:
- Preparing the general ledger and supporting schedules by creating required adjusting entries and preparing financial statements
 - Maintaining a secure hard copy and/or electronic file copies of all vendors, customers, contracts, grants, invoices, and deposits as directed
 - Communicating promptly and accurately with vendors and consultants related to fiscal inquiries, including, but not limited to, billing and payment
 - Maintaining and updating all fiscal files within the NRCDV's central filing system;
 - Updating tax exempt and business registration status in all states per required timeline
 - Preparing and maintaining documents and reports including databases and spreadsheets as needed
 - Assisting in updating the Fiscal Policies and Procedures Handbook under the direction of the Director of Operations as required
 - Maintaining the Monthly Fiscal Calendar
4. Managing all financial tasks related to donation receipts, including, but not limited to:
- Invoicing or processing reminders for donation payments
 - Documenting income and generating reports
 - Maintaining the PayPal account and transferring funds to NRCDV bank account
5. Assisting in preparing for the annual audit, year-end documents and other financial-related tasks as needed, including but not limited to:
- Assisting with month end closing and year end grant closing;

- Creating general ledger sheets for cash and credit cards;
 - Preparing and processing annual 1099 reports
 - Assisting with preparation of the financial reports per GASB requirements.
6. Maintaining and updating NRCDV contracts tracking mechanisms as a back-up to the Administrative Specialist, including but not limited to:
- Running monthly reports, and preparing and mailing correspondence to contractors/consultants
 - Communicating promptly and accurately with consultants related to inquiries
 - Maintaining and updating all contractual files within the NRCDV's central filing system.

OTHER DUTIES

- Perform general administrative / clerical duties including preparing correspondence, photocopying, faxing, mailing, telephoning, central filing, equipment maintenance
- Participate in the Operations Team, and appropriate work group meetings and trainings
- Provide guidance and support to team members and management to help strengthen the capacity and efficiency of the team
- Engage in ongoing anti-racism and anti-oppression trainings and discussions
- Perform other duties required by NRCDV Management Team.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This individual must have an understanding of the root causes of violence against women and historically marginalized populations. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

1. Associate's degree (A.A.) from accredited college or university in appropriate field of study;
2. 2-4 years related experience and/or training; or equivalent combination of education and experience. One year of experience in non-profit, multi-stream grants and funding; and
3. Must have strong skills in Excel and a working knowledge of fiscal software and overall computer capabilities.

Communication Skills

Effective written and oral communication skills and the ability to communicate with others to understand them and to be understood. Understanding of writing specifically for online platforms. Ability to prepare clear, accurate and concise reports.

Computer Skills

Significant computer proficiency with a knowledge of Apple computers and experience with Microsoft Office and Adobe Suites, and demonstrated expertise using content management software/systems. Demonstrated skills in office systems and equipment and a willingness to learn additional electronic technologies.

Administrative Skills

Strong organizational skills. Considerable attention to detail, ability to manage multiple projects simultaneously and meet deadlines, advanced proofreading skills and accurate data entry. Ability to create and format written documents, letters, meeting notes and reports with little or no oversight.

Language Ability

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Math Ability

Ability to read, interpret, organize, and analyze data by calculating percentages, formulas and related functions.

Reasoning Ability

Demonstrated understanding of process for critical thinking to promote effective communications strategies. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

Other skills, abilities and behaviors important to the NRCDV

To be a successful member of the NRCDV team, an individual should demonstrate the following:

Shared vision and direction – Participates in opportunities to provide thoughtful feedback about the organizational vision, strategic plan and mission. Seeks out information, engages with colleagues, and attends meetings to assist in fully understanding how the individual job fits into the full scope of the organization.

Teamwork – Collaborates and communicates within and across teams, enabling organizational workflow and positive partnerships. Responds to challenges and opportunities and is flexible and willing to pitch in and try new things, sometimes outside the scope of normal duties. Actively participate in discussions, surveys, retreats, evaluations and other means of communication.

Ethics & Integrity - Values and treats co-workers and organizational partners with respect and consideration regardless of status or position. Approaches situations with diplomacy, tact and discretion; inspires the trust of others.

Valuing Diversity - Celebrates diversity and shows respect and sensitivity for cultural differences.

Personal Accountability – Contributes to the formation of organization and project goals, meets the expectations of the organization and funders, and monitors personal progress toward goals and objectives that relate to areas of responsibility.

Problem-solving and Continuous Improvement – Actively participates in identifying barriers and challenges in the work environment and works to help overcome them by creating solutions and doing the very best work they can to move the mission forward. When a performance problem is identified, addresses it and does the best to make the corrections needed to succeed.

Judgment and Decision-Making – Actively contributes best ideas and critical thinking to help make the strongest decisions possible when involved in decision-making; includes appropriate people in decision-making process; makes timely decisions within the scope of responsibility.

Dependability - Responds to management direction while taking responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Adaptability and Innovation - Adapts to changes in the work environment and opportunities; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Fiscal Responsibility - Works within approved budget; conserves organizational resources.

PHYSICAL DEMANDS

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others, move and sit frequently. The employee may also be required to lift or move objects of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet, but with constant interruptions.

TRAVEL REQUIREMENTS

Occasional travel may be required for trainings and staff meetings.

Salary Range: 55,500- 60,500