



Job Description

Position Title: Fiscal Coordinator/Supervisor

Non-exempt

Reports to: Fiscal Manager for fiscal operations and Director for HR/Personnel

Work Day: 8 hour day, Monday - Friday

Pay Classification: \$62,328 to \$87,016 annually (14 Step Pay Plan), DOQ

Supervisory Responsibilities: Yes

SUMMARY:

Serves as the day-to-day fiscal operations supervisor for Southeast Washington Aging and Long Term Care. This role is responsible for supervising the day to day functions of the Accounts Payable, Accounts Receivable and the Payroll and Benefits management. This position will ensure backup role to all functions of the fiscal department, manage day to day personnel issues for that department and ensure staff development. This position will assist the Fiscal Manager with backup functions and prepare manager reports for revenue and expenditures for decision making. The duties and responsibilities will include training and oversight of the daily fiscal operations. This role will hold primary responsibility for working with contractors on budgets for contract cycle and provide troubleshooting and technical assistance for contractors for accounting related to ALTC program funds. This position will work with managers on ADA compliance issues to include accommodations and support managers on labor and industry claims that require revised job descriptions, return to work processes and paperwork and possible requests for outside medical evaluation.

ESSENTIAL FUNCTIONS:

- Supervises, assign and coordinate preparations of accounts receivable, accounts payable, payroll and benefits bank reconciliations, and assist fiscal manager with month end closing processes.
- Perform backup on accounts receivable, accounts payable, payroll and fiscal manager responsibilities as needed.
- Makes hiring, and termination recommendations.
- Monitors performance of fiscal staff supervised to include performance evaluations and managing personnel concerns.
- Manages fiscal staff job performance by developing training and performance improvement plans and keeps Director and Fiscal Manager informed of any staffing concerns related to activity.
- Prepares reports for management staff on grant funded programs to include cost per unit of service, trending across years by program and contractor and direct services.
- Manages contract maximum consideration against monthly expenditures and make recommendations in advance for contract modifications.
- Prepares Ad hoc reports for management as requested
- Assists Fiscal Manager and Contracts Manager with budget forecasting for preparation.
- Assists managers with monthly reports on family caregiver revenue and expenditures to include wages, benefits and contract spending compared to revenue available. This includes extrapolating data from payroll reports after each payroll by cost centers and compare them to budgeted percentages of each

cost center monthly. Coordinate and communicate with appropriate program manager to modify employee time use as needed.

- Review of financial components of request for proposals or open procurement processes for contracts.
- Upon referral from managers, will assist employees with accommodation issues, working with the supervisor, determining with management reasonable accommodations and follow up with steps which may include procuring a local expert to determine best method to meet accommodation, coordinating steps to follow up with the accommodation needs of the employee, documenting and placing in personnel file.
- Work with managers when there is a labor and industry injury, which may include corresponding with L&I, employee and manager, revising job descriptions, corresponding with appropriate medical professionals and other involved parties and when warranted, establishing third party medical evaluations.
- Work with Payroll Specialist when there are employee needs for drug and alcohol testing following the CBA
- In conjunction with the fiscal manager, review procedures for quality, clarity, efficiency and compliance.
- Determines best mode of training and level of supervision to perform quality work, audit AP and AR, troubleshoot issues to get correct and timely information to Fiscal Manager for monthly and year end closings
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of GAAP principles
- Knowledge of governmental and grant accounting
- Knowledge and skill in internal controls for all aspects of accounting
- Knowledge, skill and ability in human resource management and employment law
- Knowledge and skill in Accounts Payable, Accounts Receivable and Payroll
- Knowledge of Uniform Guidelines
- Knowledge and skill in analyzing and preparing budgets
- Knowledge and skill in cost allocation
- Knowledge and ability to interpret BARS, WAC, RCW, CFR(s) as it relates to accounting principles and State and Federal grants
- The ability to assess individual learning styles and communicate in the manner most appropriate for the learner.
- Ability to present material and information in a step by step method so it is easily understood by employees.
- Knowledge, skill and ability to analyze, trend and manage data
- Determine best methods of carrying out and assigning workload.
- Ability to research and propose solutions to a variety of problems presented by managers, contractors and staff. Seeks remediation which is supported within WAC, standards, and policies.
- Ability to take on responsibility of new projects that may include development and implementation, follow up, and reporting to management.
- Ability to travel throughout the region as well as state as needed for position responsibilities.

- Ability to maintain paper and electronic records, to include appropriate backup documentation and pull appropriate records for reports and audits as needed.
- Work effectively with colleagues and other customers by practicing punctuality, respect for deadlines, collaborative problem solving and honest communication.
- Ability to work effectively as a team member with a wide range of diverse staff and contractors and establish and maintain effective working relationships.
- Ability to work independently or within a team.
- Ability to work under pressure and within short timelines.
- Ability to communicate verbally and in writing in the English language in face-to-face one-on-one settings, in group settings, by personal computer, or using a telephone.
- Ability to produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Computer and software skills including accounting databases, Word, and Excel; ability to operate general office equipment; work at a desk using phone and computer for up to a full day's work schedule

Minimum Qualifications:

- Bachelor's degree in accounting or related degree with considerable accounting curriculum.
- Two years of accounting experience
- Two years' experience in supervision
- Or a combination of accounting or related field, education and experience which would provide the applicant with the desired knowledge, skills, and abilities to perform the job
- Possession of a valid driver's license and minimum state-required vehicle insurance and have use of reliable transportation
- Employment offers are contingent upon successful completion of a criminal background investigation
- Valid State Driver's License required and proof of insurance, if requested

Preferred Qualifications:

- Human Resource experience
- Grant, fund, or governmental accounting experience
- CPA

Working Conditions and Physical Effort:

- While attending meetings around the State, the employee travels by automobile and is exposed to changing weather conditions.
- A majority of the work is in a typical interior/office work environment.
- While performing the duties of this position, the employee is regularly required to talk, hear, stand, walk, sit, stoop, use hand to finger, handle or feel objects, tools, or controls, grasping and reach with hands or arms.
- The employee occasionally lifts or moves up to 25 pounds and/or a negligible amount of force frequently or constantly to lift, carry push, pull or otherwise move objects.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. Repetitive motions to operate computer equipment while typing on keyboard and viewing computer screen.
- Duties are performed in an office setting and may include out of office visits around the region or to Olympia for meetings.

- Requires being to work in a timely fashion, able to respond to public with good customer service skills, ability to exercise good judgment as it relates to staff development, fiscal operations and following rules and regulations.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Southeast Washington Aging & Long Term Care is an Equal Employment Opportunity Employer.

SE WA ALTC ensures equal employment opportunities regardless of a person's sex, race, national origin, religion, age, disability, marital status, creed, political belief, sexual orientation, veteran's status or any other protected status under federal or state statute. Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. In compliance with the Immigration Reform and Control Act of 198, SE WA ALTC will only hire United States citizens and aliens lawfully authorized to work in the United States.

Date: April, 2022

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.