

**JOB DESCRIPTION**

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| **Position Title:**  Fiscal Coordinator | **Classification:** Exempt/Full-Time |
| **Program:** | **Location:** Lancaster, PA |
| **Reports to:** Fiscal Director | **Number of People Supervised:** 0 |

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| **POSITION PURPOSE** |
| This position is an entry-level accounting professional that assists the Fiscal Director in properly presenting the financial condition of the Lancaster County Workforce Development Board (WDB) and PA CareerLink® Lancaster County to meet internal and external reporting requirements. Duties are performed in accordance with all federal, state, and local laws governing Workforce Development grants.  This position performs a variety of advanced administrative and accounting duties requiring a working knowledge of the Workforce Development Board functions, policies, and practices. Position will be responsible for entering the departments’ receivable and payable transactions in the WDB accounting system. Position will conduct monthly reconciliations of the cash disbursements with payable transactions. Position will assist with collection of outstanding invoices as needed. Position will be responsible for the monthly allocation of the Pennsylvania CareerLink® Lancaster County expenditures as well as the quarterly billing of the partners. Will serve as the backup to complete all month end responsibilities in the absence of the Fiscal Director.  As a member of the LCWDB team, the Fiscal Coordinator will encompass and carry out the mission/vision of the Lancaster County Workforce Development Board and perform responsibilities in alignment with organization core values:  **Mission**   * The Lancaster County Workforce Development Board seeks to align fiscal resources and provide strategic direction for Lancaster County jobseekers and employers.   **Vision**   * The Lancaster County workforce development environment is characterized by innovative opportunities for job seekers, employers, and community partners to achieve their maximum potential.   **Core Values**   * Accessible, inclusive path to training, development, and opportunity for workforce advancement. * Intentional community partnerships. * Connective resources to support collaboration and innovation. * Systematic equity and integrity of service delivery. |
| **ESSENTIAL DUTIES AND RESPONSIBILITIES** |
| * Under the direction of the Fiscal Director, performs regular programmatic and fiscal monitoring of subcontractors and provides programmatic and fiscal guidance to subcontractors and vendors. * Compiles data from quality review into monitoring reports following an established format. * Enters invoices in payables through the WDB accounting system as necessary. * Prepares, submits, and tracks monthly billing and reimbursement for PA CareerLink® Lancaster County customers and partners. * Assist the Fiscal Director in the accounting functions to prepare monthly and year end close out reports in conjunction with State compliance reporting guidelines. Expected to complete the monthly close out reports in the absence of the Fiscal Director. * Maintains accurate and timely budget to actual analyses and prepares budget transfers or appropriations as necessary. * Enters and prints receipts of grant revenue received in the WDB accounting system as necessary. * Prepares and enters journal entries with proper documentation as needed. * Reviews obligations and updates the available training funds in the Title I training tracker as approved through the WDB Fiscal Year Budget. * Assists internal and external monitors/auditors by supplying documentation when requested. * Assists internal and external monitors/auditors by supplying documentation when requested. * Enters and modifies requisitions for contracts and emergency purchase orders as needed. * Assists the Fiscal Director in monitoring the PA CareerLink® Lancaster County operating budget and expenditures. * Assists in reviews of subcontractor budgets and expenditures. Provides fiscal guidance to subcontractors and vendors when necessary. * Work with the Title I Provider in collecting and analyzing data, monitoring of program activity and act as liaison. * May assist in grant writing and review of Requests for Proposals as necessary. * Maintain WDB office supply ordering process. * Other duties as required.   Physical Demands:   * While performing the duties of this position, the employee is frequently required to walk, sit, and talk or hear. Occasionally, employee will be required to climb stairs and drive to and from locations. On rare occasions, employee will need to bend or twist at the waist; reach or work with arms above shoulder height; kneel, stoop, crouch or squat; push items; and lift or carry up to 50 pounds for a distance of approximately 100 feet. * There are no special vision requirements listed for this position. |
| **EDUCATION/CERTIFICATION & RELATED WORK EXPERIENCE** |
| * Associate Degree preferably in Business Administration, Accounting, or related study plus two years of relevant work experience, or * Equivalent combination of education and experience which has provided the skills, knowledge, and abilities that may be substituted for education or experience requirements. |
| **SKILLS & KNOWLEDGE** |
| * Experience with public and private grant programs. * Working knowledge of Management Information Systems (MIS) including analysis and reporting tools such as Microsoft Excel and Access. * Working knowledge of integrated enterprise resource planning (ERP) financial systems. * Working knowledge of generally accepted accounting principles, practices, and procedures. * Ability to understand budgets and the budget process. * Experience with public and private grant programs. * Proficient with Microsoft Word, Outlook, and PowerPoint applications. * Ability to meet deadlines and manage multiple tasks. * Ability to establish and maintain effective working relationships. * Analytical and problem-solving skills. * Strong quantitative skills. * Superior attention to details and accuracy in work product. * Ability to function under “team” concept and positively contribute to the overall operation of the WDB and the PA CareerLink® Lancaster County. * Working knowledge of general contracting and procurement principles. * Ability to collect data and information on performance. * Ability to synthesize and summarize information. * Excellent interpersonal, verbal, and written communication. * Valid PA Driver’s License. |
| **Benefits Overview** |
| * 401 (k) * Health, dental, vision insurances * Paid Time Off * Ability to (as appropriate) work remotely |

***Statement of Commitment to Culture***

Lancaster County Workforce Development Board is committed to provide and maintain a culture of accountability in all areas of work performed by each employee.

***Definition of Accountability***

Accountability is the expectation to carry forward a responsibility to a successful conclusion. With accountability comes the authority to decide, direct and take necessary action to ensure success, and the obligation to report, explain and be answerable for the results and/or consequences.

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Employee Name (please print) Date

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Employee Signature

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Supervisor Signature Date

***Equal Employment Opportunity***

LCWDB provides equal employment opportunities to all qualified individuals without regard to race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

***Americans with Disabilities Act***

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.