



**Position:** Fiscal Assistant 1  
**Supervisor:** Fiscal Manager  
**Classification:** III Non-Exempt

## + Overview

The Fiscal Assistant handles most of the daily tasks in the fiscal office and is responsible for assisting the Fiscal Manager with operational efficiencies. The Fiscal Assistant is the responsible party for entering data for accounts payable, payroll, and numerous miscellaneous bookkeeping processes. Furthermore, the Fiscal Assistant must maintain an in-depth knowledge of the Fiscal Policy and all organizational policies and processes that relate to the fiscal office. In the absence of the Fiscal Manager, the Fiscal Assistant must exhaust all avenues and exhort critical thinking before reporting to the Fiscal Officer.

## + Essential Job Functions

- Serve as the agency point person for all accounts payable, accounts receivable, and cash receipt functions.
- Responsible for twice weekly deposits in accordance with the CAPCIL Fiscal Policy.
- Input disbursements and signs applications for the Energy Department.
- Maintain vendor contact list and procure additional vendors as requested by department directors or Fiscal Staff
- Assist the Fiscal manager in the preparation and completion of agency payroll and Foster Grandparent stipends.
- Maintain knowledge of the Fiscal Policy and any policies and/or processes relating to the fiscal office.
- Maintain Petty cash funds for central office and prepare appropriate ledgers as needed.
- Maintain daily operations of postage meter and copy machines and prepare appropriate ledgers as needed.
- Assist the Fiscal Manager with maintaining off-site storage records.
- Process supply requisitions and code bills to appropriate programs.
- Assist the CFO and Fiscal Manager with audits or monitoring visits when requested.
- Performs any other duties needed to help drive to our Vision, fulfill our Mission, and abide by our Organization's Values

## + Education and Experience

- High School Diploma or GED
- A minimum of four (4) years' experience in bookkeeping and or accounts payable.
- A valid driver's license and vehicle insurance is required for occasional travel throughout the service area.
- Ability to travel on day trips outside the service area to attend professional development opportunities.
- Proficient in the functions of Microsoft Office Suite and web-based applications.
- A satisfactory result from a criminal background check.

## + Benefits

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.
- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$10,000 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-b Retirement plan (after 1-year CAPCIL will match up to 3%)
- Annual Leave (2 weeks available after 90-day probationary period, prorated based on hire date and increases with continued employment)

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

Updated: October 18, 2023

## Community Action Partnership of Central Illinois Job Description

- 3 Personal Days (Available on your first day and prorated based on hire date)
- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)
- 18 Paid Holidays (Including your birthday)

### + Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Decrease unnecessary late fees for payables	Review and input payables into accounting system during the appropriate payables week.	KPI Performance Spreadsheet	Baseline
Increase agency fiscal management capacity	Review and input general ledgers into accounting system while maintaining sound financial practices.	Abila General Ledger Batch Report	No more than 4% of the batch documents have errors.

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Signature of Staff Member

\_\_\_\_\_  
Date

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Signature of Human Resources Director

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Date