

**AREA AGENCY ON AGING FOR SOUTHWEST FLORIDA**  
**JOB DESCRIPTIONS**

<b>POSITION TITLE: FISCAL SPECIALIST</b>		<b>DEPARTMENT: FISCAL</b>	
<b>STATUS: PT</b>			<b>FLSA STATUS: NON-EXEMPT</b>
<b>SUPERVISOR: CHIEF FINANCIAL OFFICER</b>	<b>CEO APPROVAL/ DATE:</b>	<b>SUPERVISE OTHERS: NO</b>	<b>CREATED: 1/2016 UPDATED: 10/2018</b>

*General Description*

This is a position on the staff of the Area Agency on Aging responsible for assisting the Chief Financial Officer to develop, coordinate, implement and administer the overall program. This individual working in the finance or accounting department assists the department leader and colleagues in all duties and responsibilities. Area of responsibility may include and is not limited to Contracts and Grants, Accounting, Payroll, Audit and monitoring.

*Responsibilities*

- ▶ Performs diverse accounting/accounts payable/payroll functions/grants and contract functions as assigned.
- ▶ Prepares various accounting entries to applicable computer systems.
- ▶ Supports a variety of accounting functions and other account reconciliations.
- ▶ Prepares monthly reimbursements according to Agency policies and procedures.
- ▶ Prepares moderately complex spreadsheets, charts and graphs as part of problem solving and/or reporting requests.
- ▶ Prepares reports and records for Leadership Team as needed. Able to communicate clearly and effectively with coworkers and various levels of management.
- ▶ Cross-trained in all duties of fiscal department and possesses the ability to perform said duties with competency and accuracy, as requested/required
- ▶ Able to back up tasks and responsibilities of other Fiscal specialist positions, and/or other critical functions as needed.
- ▶ Performs other duties as assigned by department supervisors and managers.

FISCAL SPECIALIST  
(CONTINUED)

Minimum Training and Experience

- ▶ Graduation from an accredited four (4) year college with a degree in Accounting or related field
- ▶ Minimum five (5) years experience
- ▶ Successful completion of Level II background screening required.
- ▶ The President and CEO must approve any exceptions to the minimum requirements.

Required Skills and Knowledge

- ▶ Able to relate positively and respectfully to older individuals, the general public, community officials and Agency staff.
- ▶ Computer literate.
- ▶ Intermediate Microsoft Word and Excel skills.
- ▶ Able to accurately type 55 words per minute.
- ▶ Possesses the ability to communicate effectively and concisely when preparing correspondence.
- ▶ Requires basic knowledge of English composition and grammatical rules.
- ▶ Must be able to proofread documents with careful attention to detail for spelling, typographical errors and grammar.
- ▶ Able to set priorities, meet deadlines and organize tasks effectively.
- ▶ Must be detail oriented and self-motivated, with the ability to work with minimal direction.
- ▶ Must be able to multitask effectively and efficiently to ensure deadlines are met.

Physical Requirements

- ▶ Ability to work under stressful situations
- ▶ Pleasant and clearly understandable telephone voice
- ▶ Ability to lift and carry at least 10 pounds
- ▶ Ability to operate computer and other office equipment
- ▶ Ability to sit at a desk for more than one hour at a time
- ▶ Ability to bend and stoop in order to file and shelve

FISCAL SPECIALIST  
(CONTINUED)

Work Environment:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Acknowledgement:

I acknowledge that I have received and read my job description. I understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor may substitute for an updated job description. I acknowledge that questions about my job, job description or job performance should be directed to my supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

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The statements in this job description are intended to describe the general nature and minimum level of work required. The content should not be construed as a complete list of all duties, responsibilities and skills required to meet the criteria for this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.