



Job Title:	Fiscal Specialist I
Reports To:	Fiscal Administrator

POSITION DESCRIPTION

The Fiscal Specialist I assists the Fiscal Administrator in working with the organization's departments and management staff to oversee the financial management of the agency.

QUALIFICATIONS

Bachelor's Degree in Accounting/Finance or equivalent from an accredited college or university, plus four (4) years related work experience and exposure to internal control over financial reporting and compliance.

REQUIRED SKILLS

- Ability to read and understand financial compliance
- Ability to work unsupervised
- Ability to handle detailed work
- Ability to work as part of a team

DUTIES

- Financially monitor agency grants based on the performance standards and OMB's Uniform Guidance Standards
- Review all vouchers and incoming bills from the projects for payment
- Review and prepare purchase orders
- Review bids
- Review and approve vendors
- Generate monthly financial reports and analyze journal entries
- Prepare reports to meet federal, state, and local requirements.
- Assist project directors with budgeting/spending
- Prepare quarterly payroll reports
- Prepare and complete unemployment insurance reports
- Compare Agency's 941 quarterly tax reports
- Prepare W-2s for employees
- Prepare 1095 forms
- Reconcile bank statements
- Deposit cash in agency bank account
- Meeting with federal, state, and local monitors and auditors
- Update accounting software with new revisions
- Negotiate indirect cost rate agreement
- Process accounts payable checks for vouchers

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DUTIES (continued)

- Process payroll
- Process biweekly pension reports
- Assist in the Maryland State Retirement Audit
- Work closely with Personnel to ensure accuracy in employee records.