

ABOUT US

In operation since 1965, Clinton County Community Action Program, Inc. is a local, private, non-profit corporation funded largely by grants obtained from Federal and State sources. The primary goal of Community Action is to help reduce poverty in Clinton County. This is accomplished with a variety of different programs and services that are designed to produce jobs and help ones in need. The agency is governed by a Board of Trustees. There are fifteen members on the board, and all of them are Clinton County residents.

SUPERVISOR: Chief Financial Officer (CFO)

JOB SUMMARY: The Fiscal Officer will be responsible for keeping the books and records for the agency housing projects, and assisting with the operation of the fiscal department using sound accounting practices to ensure fiscal accountability for all programs.

DUTIES AND RESPONSIBILITIES:

1. Assist the CFO or Fiscal Clerk II with daily activities in the accounting department.
2. Responsible for all cash disbursements activities for the housing projects.
3. Responsible for printing checks, sending payments to all vendors, and recording check numbers on corresponding vouchers for the housing projects.
4. Responsible for preparing and verifying the accuracy of all voucher payment reports and properly filing them for the housing projects.
5. Responsible for addressing all inquiries from vendors concerning payments for the housing projects.
6. Responsible for logging all cash and checks received by the housing projects on the cash receipts deposit form, preparing deposit slips for the bank daily, and checking daily bank activity for transfers.
7. Responsible for entering all housing project transactions on the GMS accounting system and filing all documentation and reports by month and batch number.
8. Responsible for filing monthly, quarterly, and annual reports with equity funds.
9. Attend all accounting training sessions as requested by the CFO.
10. All other duties assigned by the CFO.

QUALIFICATIONS:

High School Diploma or equivalent

Experience in non-profit organization accounting preferred

Job Type: Full-time