

**South Central Community Action Program, Inc.**  
**Position Description**

**Position Title:** Finance Specialist

**Department:** Finance

**Pay Grade:** 10

**Reports To:** Fiscal Controller

**Position Status:** Full-Time

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**Purpose of Position**

Under supervision of the Fiscal Controller, the Finance Specialist provides accounting support required for all agency grants. Individuals in this position are also responsible for accounts payable and assisting the Fiscal Controller with the agency-wide payroll. The Finance Specialist will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the South Central Community Action Program, Inc. (SCCAP) commitment to empowering people to reach their potential.

**Essential Duties and Responsibilities**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Inputs accurately and timely all accounts payable invoices.
- Assists Fiscal Controller with SCCAP bi-weekly payroll and all payroll functions.
- Prepares/writes checks on a weekly basis.
- Prepares and verifies invoices for payment.
- Prepares Bank Deposits.
- Maintains accrual bookkeeping system for agency grants, per relevant standards.
- Prepares in advance for audits; provides technical assistance during audits.
- Maintains current knowledge of all applicable Office of Management and Budget (OMB), Health Human Services (HHS), Generally Accepted Accounting Practices (GAAP), Community Services Block Grant (CSBG) and Government Auditing Standards (GAS) rules and regulations.
- Prepares various reports, forms, and analysis as required.
- Maintain payment records and bank account information files.
- Prepares claim reports along with Fiscal Controller for all grants.
- Maintains subsidiary ledgers as required
- Assists Fiscal Controller in all other fiscal needs
- Prepares year end tax reports (1099's)

- Keeps program coordinators updated on status of spending versus budget amounts.
- Enters Bank ACH transactions for submission by Executive Director.
- Assists Fiscal Controller with preparation of agency-wide budget.
- Maintains all files to Federal, State, and Agency requirements.

#### **Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

- Associates Degree in Accounting or related field plus one to two years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Skilled in the use of computers for email, creation, and manipulation of databases , accounting software, and Microsoft Office.

#### **Special Requirements**

- Must be able to obtain CPR and First Aid Certification within 60 days of hiring. (SCCAP will provide the training).
- Ability to travel locally, regionally, and nationally to attend to daily work demands, meetings, workshops, and conferences.

#### **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

##### **Physical Requirements**

- Ability to use departmental equipment, tools, and materials.
- Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination.

##### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio, and proportion; ability to measure data and use/utilizes descriptive statistics and statistical theory.

##### **Language Ability and Interpersonal Communication**

- Ability to comprehend and correctly use a variety of informational documents including injury/accident reports, disability forms, insurance documents, invoices, purchase orders, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including computer manuals/handbooks, contracts, etc.
- Ability to prepare tax statements (1099), water reports, financial reports, memorandum, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to use and interpret accounting/bookkeeping terminology and language.
- Ability to communicate positively and effectively with staff, consultants, Supervisors, colleagues, and the general public verbally and in writing; while conforming to all rules of punctuation, grammar, diction and style.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client, and business information.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients and staff.
- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to counsel, supervise, and mediate and to persuade, convince, and influence others.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations. The ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

**Environmental Adaptability**

- Ability to work effectively in an office environment.

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director, their Department Head, and/or their immediate Supervisor. All requirements are subject to change over time and to possible modifications in order to reasonably accommodate individuals with a disability.

The employee has read the above job description and understands the duties and requirements expected of them. The employee will ask for clarification of those areas that they did not clearly understand. The employee also understands that if he/she continues to have questions or new questions arise, they are immediately to discuss these questions with their immediate supervisor.

Employee's Name: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager's Signature

\_\_\_\_\_  
Date