

# MAHONING YOUNGSTOWN COMMUNITY ACTION PARTNERSHIP EMPLOYMENT OPPORTUNITY

**POSITION:** Fiscal Specialist  
**DEPARTMENT:** Management  
**SUPERVISOR:** **Finance Director**  
**STATUS:** **Non-Exempt**  
**RATE:** Commensurate with Experience and Credentials

**JOB SUMMARY:** The Manager of AP/ AR will operate under the general supervision of the Fiscal Consultant and CEO. The main responsibilities are of the AR/AP accounts processing and maintaining accurate records for the Agency, The Manager will meet weekly with the CEO to review invoices, bank statements, and cash flow, status of each program and address related issues, obtain board and CEO signatures to process checks. Follows guidelines relative to OMB, A-110, A-122, A-133 regulations and Generally Accepted Accounting Principles (GAAP), and department fiscal policies and procedures.

## **ESSENTIAL FUNCTIONS:**

### **Manager AR/AP:**

1. Carry forth the vision and mission statement of the Mahoning Youngstown Community Action Partnership. Supports quality management and the applicable principles and procedures, while striving to achieve the goals of the programs and agency.
2. Must be knowledgeable of all MYCAP program requirements and allocations of expenditures for: HEAP, PIPP, CSBG, HWAP, and other funding sources awarded to the Agency.
3. Must enter accurate invoices into Quick Books for Non-Profits,
4. Responsible to ensure all expenditures are entered into system in order to assure accurate monthly financial statements and monthly balance sheet, revenue and expenditure reports by each program.
5. Report to Finance Director or CEO issues identified with invoices.
6. Assist with the agency banking statement accounts are reconciled monthly, prepare for reporting year-end grant closing.
7. Develop and manage a centralized ordering of supplies and equipment for all agency programs/budgets.
8. Assist with the preparation of annual or state finance audits.
9. As requested, run reports and/or maintain fiscal functions in the department as needed.
10. All other duties assigned by supervisor(s) that are within the scope of this job description.

### **Facility Specialist:**

1. Prepare BWR reports for the Home Weatherization Program, working cooperatively with the Energy Services Director.
2. Maintain an accurate inventory of all equipment for each program, updating as purchases are made.
3. Develop travel for all programs, attach required fiscal documentation and prepare documents to issue check or through payroll.
4. Building external and internal maintenance of equipment, fire extinguishers and elevator licenses, renewals annually.
5. Initiates timely annual renewals for Agency insurance, and bids as required.
6. Assures compliances and develops schedule of vehicle fleets, license plates, oil changes, repairs, etc.

**RESPONSIBILITIES / EXPECTATIONS:**

- ◆ Knowledge of general accounting principles and practices, accounts receivables and payables.
- ◆ Acquire the knowledge of city, state, county, and federal rules (and regulations) governing internal audit activities and the accounting functions.
- ◆ Organizing, analyzing and interpreting financial and management data to solve financial management issues.
- ◆ Work with detail, and good organizational skills with minimal supervision.
- ◆ Provide training, supervision and leadership to subordinate personnel and agency staff.
- ◆ Attend meetings, training, or perform other assignments at locations outside the office, some weekends, and evenings as may be required.
- ◆ Maintain a professional appearance at all times in accordance with the agency's dress code.
- ◆ Must be competent, committed, communicative and creative.
- ◆ Must bring solid accounting skills with a big picture mentality.
- ◆ Passionate about the mission of the organization and understand the realities of non-profit sector.
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**QUALIFICATIONS:**

An Associate or Bachelor's degree required in accounting, finance, business administration or related field from an accredited college or university. Minimum of 3 years of non-profit finance work experience in some capacity with federal state grants, plus working knowledge of Quick Books for Non-Profits, or a computerized accounting system. Supervisory experience a plus. Experience in working and developing spreadsheets, preferably Microsoft Word and Excel.

Resumes accepted until filled:

Send resume to [mmontes@my-cap.org](mailto:mmontes@my-cap.org)

1/26/21