

Lancaster-Fairfield Community Action Agency
JOB POSTING

Position: Fiscal Assistant/Accounts Receivable

Reporting Requirements: Reports to the Fiscal Director

Job Summary: Performs accounts receivable functions and assists Fiscal Director in all other accounting related duties.

Duties and Responsibilities:

- Prepares invoices and reimbursement requests to send grantors and customers
- Records accounts receivable transactions for all customers, grantors, and tenants into the accounting system
- Reconciles accounts receivable
- Monitor and collects accounts receivable by contacting customers, grantors, and tenants via telephone, mail, and/or email
- Prepares monthly reports for directors
- Maintains accounting schedules for items such as fixed assets and prepaid expenses
- Records fixed asset acquisitions and dispositions into the fixed asset module
- Prepares month end and year-end financial adjustments in accordance with GAAP and Uniform Guidance
- Assist in the preparation for the yearly audit and any program audits
- Assist Fiscal Director and other fiscal staff in all other duties as required

Qualifications:

- Bachelor's degree in Finance, Accounting or related field preferred or commensurate experience
- Government or non-profit accounting experience is preferred
- Knowledge and understanding of U.S. GAAP and Uniform Guidance preferred
- Proficient in Microsoft Office
- Strong attention to detail required

Starting Pay Rate: \$18.00 to \$20.00 per hour depending on qualifications.

Qualified applicants should submit a resume to Human Resources, P.O. Box 768, Lancaster, Ohio 43130.