JOB TITLE: Fiscal Assistant

ACCOUNTABLE TO: Director of Administrative Services and Fiscal Manager

SUMMARY: The Fiscal Assistant position is responsible for carrying out the day-to-day business operations of the agency. We are looking for a highly motivated individual to join our team as a Fiscal Assistant. The FA will provide support within the Accounting department, handling a high volume set of tasks. You must possess effective communication skills and a high level of confidence in your abilities, as you will work in a fast paced environment.

RESPONSIBILITIES and DUTIES:

Participates in the overall financial management of the corporation according to general acceptable accounting principles.

Assists in the assurance of financial growth, development and stability and of the quality and accuracy of corporate financial information systems.

Supports with review and analysis of all grant proposals and contracts which bind the corporation. Direct development role in major proposals and contracts.

Support bookkeeping tasks including invoicing, cash receipts, payroll preparation, accounts payable, and cash disbursements.

Supports the Fiscal Manager with bank reconciliations, general journal entries, supporting schedules to general journal entries, periodic reconciliation of other asset and liability accounts, and all other general accounting activities as needed.

Support the preparation of all contract revisions, amendments, line item adjustments, extensions and other documents as required by contract with the Fiscal Manager.

Assist program staff in financial planning, budgeting, and maintaining programmatic cost controls. Monitor fiscal compliance with contract budgets.

Manage the annual organization-wide audit; as well as audits for funding sources. Prepare audit schedules as required by the auditors; provide staff assistance to the auditors during the audit.

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Revised 01/20/2023 DAR
Other clerical duties as needed.

**QUALIFICATIONS:** Minimum three to five years progressive experience in Business, Non Profit Management or Accounting.

Demonstrated working expertise in at least three of the following areas: Non-Profit programs, financial management, grants experience management, marketing education: strong experience in Personnel Administration and Management.

Bilingual (English/Spanish) preferred.

Must demonstrate excellent written and oral presentation skills.

Must demonstrate high standards of professional conduct, including promptness, reliability, dependability, ability to exercise initiative responsible, and be able to communicate respectfully and appropriately with co-workers, colleagues, community contacts and all recipients of ELAWC's services.

Knowledge of strategic and operational planning principles and administrative process is essential.

Demonstrate initiative, creativity and effectiveness in addressing and resolving issues affecting agency stability, staff morale and program effectiveness.

Must have the ability to work under pressure and within tight deadlines.

Must have access to reliable transportation and possess a valid California Driver's License.

Proficient in Microsoft Office and all its applications.

Accounting software (i.e. quickbooks) knowledge preferred but not required.

**EDUCATION:** BA in Accounting or Business

Equivalent 5 years experience in fiscal departments and non-profit work.

Salary range: $25.00 - $28.00 plus health benefits

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