



## **Fiscal Administrator**

\$24.04 - \$38.46 per hour  
\$50,000 - \$80,000 annualized\*  
Full-time: 40 hours per week  
Hourly (Non-exempt)

### **Background**

First 5 Ventura County envisions a future where all Ventura County children are born healthy, thrive in nurturing environments, and enter school prepared and eager to learn. Catalysts for systemic change, we partner with parents, school districts, community leaders, and social and healthcare agencies to develop a service system that meets community needs. Our mission is to strengthen families, communities, and systems of care for children prenatal to 5 years through investments, expertise, and leadership so all children reach their full potential.

By working through partners with a focus on prevention, we are able to maximize our collective impact and cost-effectiveness, and leverage community resources with federal, state and grant dollars.

First 5 Ventura County (F5VC) is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10), funded through an increased tax on tobacco products.

### **Position Description**

A Fiscal Administrator, under the direction of the Director of Finance & Administration, is responsible for assigned accounting functions and fiscal-related duties for First 5 Ventura County. The major functions include: reviewing and verifying financial documents (e.g. invoices, payroll, and employee reimbursement claims); inputting accounting and payroll data; and preparing grant claims and financial reports/statements.

### **Typical Duties and Responsibilities**

Duties may include but are not limited to the following:

- Process and pay invoices from funded programs, vendors, and employee claims.
  - Review invoices and route to appropriate staff for approval
  - Resolve invoicing issues with funded partners, contractors, and agencies
  - Monitor contract invoices for accuracy, compliance, and timely submission
  - Process employee claims.
  - Manage follow-up notices to funded partners for late invoices.
- Verify and process bi-weekly payroll (via a payroll contractor) and prepare wire transfers. Calculate allocations to cost centers and prepare journals for entry into accounting system.
- Maintain bank accounts inclusive of timely wire transfers.
- Maintain accounting software (MIP) database, input budgets, post and document general ledger activity. Monitor balance sheet accounts and conduct regular reviews of general ledger for accuracy.
- Maintain fiscal records (e.g. accounts payable, cash receipts, voided checks), adhering to fiscal controls and assuring records are properly supported with appropriate documentation.
- Prepare and document claims to external funders by working with key staff to assure appropriate costs are claimed.

\* annualized using 2080 hours per year; actual may differ based on when bi-weekly pay dates fall in a calendar/fiscal year.

- Prepare monthly expenditure reports and quarterly financial statements. Distribute monthly expenditure reports with supporting detail reports to department Directors.
- Prepare monthly financial packets for review by Director of Finance & Administration, inclusive of bank reconciliations and check registers. Prepare quarterly check register for Administration/Finance Committee Chair.
- Perform forecasts related to expenditures and revenues.
- Assist with annual audit, including: recording data for year-end close; reconciling accounts; preparing reports; and compiling supporting documents.
- Coordinate filing of 1099s, reviewing and preparing necessary files to ensure amounts are reported accurately. Maintain and compile W-9 file.
- Assist in conducting internal audits and periodic fiscal reviews for funded programs.
- Assist with the preparation of necessary reports, policies, and procedures.
- Maintain desk manual to document internal procedures for position.
- Participate in monthly Administration/Finance Committee meetings.
- Work as a member of the team to produce systems and solutions that will contribute to the functioning of fiscal administration.
- Perform other duties as required.

### **Qualifications**

- **Education**  
Associates degree or equivalent in accounting or related field required. Bachelor's degree is desirable.
- **Experience**  
Two years of experience or equivalent in accounting and bookkeeping preferred.

Knowledge of /experience in **governmental and fund accounting** preferred.

### **Knowledge, Skills, and Abilities**

- Knowledge and experience in accounting and fiscal record keeping.
- Ability to understand and effectively apply modified accrual basis of accounting that is used for governmental agencies (fund accounting).
- Produces accurate, thorough and reliable work, demonstrating consistent attention to detail; keeps focused on double-checking figures, formulas and account coding, ensuring consistency in formatting/fonts, proper documentation, etc.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), accounting software application(s), and ability to use widely supported internet browsers. Preferred experience preparing data tables/pivot tables.
- Adheres to prescribed internal controls and practices sound accounting principles.
- Makes decisions based on Commission policy and acceptable administrative procedures.
- Manages workload proactively and possesses the ability to prioritize multiple activities with flexibility to respond to changing circumstances or priorities.
- Demonstrates analytical and critical thinking skills. Takes initiative to resolve issues, accessing available resources/data/information to problem solve and propose solutions.
- Acts independently while surfacing important issues to supervisor and/or management and seeking clarification when needed to ensure understanding.
- Demonstrates effective verbal and written communication skills.

- Represents First 5 Ventura County in a professional manner and demonstrates courteous and efficient customer service.
- Develops positive working relationships with management, staff, contractors/vendors, and Commissioners.
- Embraces an environment of continuous quality improvement (CQI) for self and organization.
- Awareness of confidentiality laws. Handles confidential information with discretion and sensitivity to and respect for the privacy rights of employees, clients, client families, and providers in all communications.

### **Work Environment**

- Regular travel (typically once a week) in Ventura County to obtain check signatures and deliver deposits. Occasional travel, primarily within the County and State to attend various meetings and seminars.
- May require occasional overtime and working some evenings and weekends.
- Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds, e.g., easels, flip charts, refreshments, brochures, etc.
- Possession of a valid California Driver's License and appropriate insurance.
- Due to the pandemic, F5VC currently permits staff to work remotely, and provides necessary equipment to support staff in maintaining social distance. Fiscal staff typically work in the office one to two days each week. However, staff must be available to work in the office for their full schedule, if required. When staff work on-site, they are expected to follow F5VC's health and safety procedures, in accordance with health protocols suggested by the Public Health Officer or other regulatory bodies, such as Cal-OSHA. Staff and community meetings are generally held via Zoom until further notice. Staff must be available for in-person meetings as needed.