



## Southwestern Community Services

People helping people in Cheshire and Sullivan Counties since 1965

Position title: Fiscal Support, (eff 3/2023)

Reports to: Agency Fiscal Director

Classification: Hourly, Full-Time, Temporary

### Job Summary:

Provide support to fiscal office staff. Primary function to proof/batch Accounts Payable for Agency and Limited Partnerships, Vendor file maintenance, and any administrative tasks as assigned.

### Essential Functions:

- Proof Accounts Payable invoices within Papersave and Batch them into Financial Edge
- Vendor file maintenance with regards to COI, W9, 1099 selections etc
- Reconcile and proof vendor statements
- Prepare and Manage intercompany invoices
- Work with other Fiscal staff to make AP process work with ease
- Other tasks as assigned

### Competencies:

- Attention to detail
- Keyboarding and basic math skills
- Self-driven and independent
- Good communication skills
- Confidence with decision making
- Logical thinking
- Manages multiples priorities
- Teamwork

### Desired Qualifications:

- High School Diploma or equivalent is required.
- 2 years bookkeeping experience preferred.
- Experience with Microsoft Office (Excel, Outlook, Word) required
- Satisfactory background check
- Covid 19 Vaccination or acceptable waiver required.