

Faulkner County Council on Aging, Inc.

Position: Fiscal Administrator

Hours/Week: 8:00am – 4:00pm (Excess hours may be required to meet deadlines)

Job Description

This position requires strong clerical skills, administrative support, data entry, and a working knowledge of QuickBooks with the ability to work with the current bookkeeping partner to maintain bank account records, reconcile bank accounts, and pull necessary reports. Understanding the value of senior adults is a must.

The responsibilities of this position include, but are not limited to the following:

1. Assist in maintaining financial records for the organization in accordance with federal, state, and CareLink requirements.
2. Work with bookkeeping company to prepare quarterly financial statements.
3. Provide administrative support to executive director and as assigned.
4. Assist in preparing and monitoring budgets.
5. Maintain client database and assist with client paperwork as needed.
6. Apply for grant funding.
7. Manage paperwork for new hires.
8. Assist in preparing a variety of monthly, quarterly, and annual reports in compliance with all funding and operating requirements.
9. Meet with executive director and Finance Committee prior to quarterly board meetings, and attend board meetings to provide financial information and answer any questions that may arise.
10. Assist with information for renewing of insurance policies annually, including commercial, vehicle, directors and officers, and workers' comp.
11. Generate and monitor flow of paperwork to senior centers.
12. Keep all required federal and state postings current and posted in a prominent location.
13. Assist with annual audits.

14. Maintain equipment inventory records.
15. Maintain statistical, financial, and demographic client information in a manner that is accessible for reports, publicity, and fundraising.
16. Participate in training programs, staff meetings, and fundraising events.
17. Be courteous, cooperative, and maintain a willingness to complete any duties that need fulfilling to produce a team effort and more efficient delivery of services.

Qualifications:

- Formal education in business would be helpful but any combination of education and/or experience will be considered.
- Operating knowledge of QuickBooks, Microsoft Office.
- Strong organizational skills.
- Detail oriented.
- Discreet with the ability to maintain confidentiality.
- Ability to communicate effectively and professionally with a wide variety of people.
- Ability to work in an atmosphere with activities, noise, and music occurring throughout the day.
- Ability to perform some heavy lifting (40 lbs. or less)

Willingness to submit to AR Department of Motor Vehicle check, a criminal background check, pre-employment drug test.

To apply, complete an application at 705 E Siebenmorgen, Conway. Please attach a current resume with references.