



<p><b>Fiscal Administrator</b>          \$21.63 - \$35.10 per hour (\$45,000 - \$73,000 annually)          Full-time: 40 hours per week          Non-exempt</p>
<p><b>Background</b></p>
<p>Funded through an increased tax on tobacco products, First 5 Ventura County (F5VC) is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10). Our mission is to promote school readiness through investments in health, early learning, and family strengthening, benefiting children from prenatal to 5 years of age.</p> <p>First 5 Ventura County envisions a future where all Ventura County children thrive in healthy, supported environments. 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. 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.</p>
<p><b>General Description of Position</b></p>
<p>The Fiscal Administrator, under the direction of the Director of Operations, is responsible for all aspects of fiscal operations and general accounting for First 5 Ventura County - e.g. payroll, accounts payable and receivable, various financial reporting, fiscal compliance, and special project duties as assigned.</p>
<p><b>Typical Duties and Responsibilities</b></p>
<p>Duties may include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Process and pay all invoices from funded programs, vendors, and employee claims.             <ul style="list-style-type: none"> <li>- Resolve invoicing issues with funded partners, contractors and agencies</li> <li>- Monitor contract invoices for accuracy, compliance, and timely submission</li> </ul> </li> <li>• Maintain all fiscal records (e.g. cash receipts, voided checks, AP files) and bank accounts, adhering to fiscal controls.</li> <li>• Maintain accounting software (MIP) database, input budgets, post and document all general ledger activity.</li> <li>• Prepare and document claims to external funders.</li> <li>• Process bi-weekly payroll and prepare wire transfers.</li> <li>• Track and maintain all employee/payroll benefits.</li> <li>• Prepare monthly program reports and quarterly financial statements.</li> <li>• Assist auditors in compiling reports and documents for annual audit, produce preliminary financial statements and trial balance reports for audit. Compile and record accrual information and receivables.</li> <li>• Coordinate filing of 1099s, reviewing and preparing necessary files to ensure amounts are reported accurately. Maintain and compile W-9 file.</li> <li>• Assist in conducting internal audits and periodic fiscal reviews for funded programs.</li> <li>• Assist with the preparation of necessary reports, policies, and procedures.</li> <li>• Participate in monthly Administration/Finance Committee meetings.</li> <li>• Work as a member of the team to produce solutions that will improve fiscal management/operations.</li> <li>• Perform other duties as required.</li> </ul>
<p><b>Employment Qualifications</b></p>
<p>Associates degree or equivalent. Bachelors degree desirable. Prefer three years experience in accounting and bookkeeping. Knowledge of government and fund accounting preferred.</p>

### **General Knowledge, Abilities, & Skills**

- Knowledge and experience in bookkeeping and fiscal record keeping.
- Understanding of fund accounting.
- Proficient in Microsoft Word, Excel, Outlook, the internet, and accounting software application(s).
- Makes decisions based on Commission policy and acceptable administrative procedures.
- Practices sound accounting principles and adheres to prescribed internal controls.
- Sound professional judgment, accuracy, integrity, resourcefulness, and attention to detail are required.
- Ability to handle and prioritize multiple activities with flexibility to respond to changing circumstances or priorities.
- Takes initiative to access available resources and data, and to problem solve.
- Acts independently while surfacing important issues to supervisor and/or management.
- Provides courteous and efficient customer service.
- Builds relationships with internal and external customers.
- Demonstrates effective communication skills.
- Aware 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**

- Fast paced, changing, diverse, and dynamic environment.
- Work collaboratively with Commissioners, colleagues, service providers, outside vendors, etc.
- Work may occasionally include 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.
- May require some minimal travel, primarily within the County, to attend meetings and seminars.