

## Position Description

Title:	Fiscal Specialist I	Supervisor:	Fiscal Administrator
Department:	Fiscal Management	Classification:	Full Time

### A. Job Description:

Assist the Fiscal Administrator in working with the organization's departments and management staff to oversee the financial management of the agency. The fiscal specialist is expected to:

- i. Financially monitor agency grants based on the performance standards and OMB's Uniform Guidance Standards
- ii. Review all vouchers and incoming bills from the projects for payment
- iii. Review and prepare purchase orders for the agency
- iv. Review agency bids
- v. Review and approve agency vendors
- vi. Generate month end financial reports and analysis journal entries
- vii. Prepare reports to meet the federal, state and local requirements
- viii. Assist project directors with budgeting/spending
- ix. Prepare quarterly payroll reports for the agency
- x. Prepare and complete Unemployment Insurance reports for the agency
- xi. Complete the agency's 941 quarterly tax reports
- xii. Prepare W-2's for the agency
- xiii. Prepare 1095's for the agency
- xiv. Reconcile bank statements
- xv. Deposit cash in agency bank account
- xvi. Meet with Federal, State, and Local monitors and auditors
- xvii. Update the agency accounting software with new revisions
- xviii. Negotiate agency indirect cost rate agreement
- xix. Process account payable checks for agency vouchers
- xx. Process the agency payroll
- xxi. Process the bi-weekly pension reports
- xxii. Assist in the Maryland State Retirement Audit
- xxiii. Work closely with the Personnel Department to ensure accurate employee records

### B. Position Qualifications:

- Bachelors Degree in Accounting/Finance or equivalent from an accredited college or university plus (4) years related work experience and exposure to internal control over financial reporting and compliance.

C. **Position Characteristics:**

Salary: \$65,000 - \$75,000  
Hours: Monday through Friday, 9am to 5pm  
Classification: Full Time

D. **Job Benefits:**

- Paid Leave (personal, vacation, sick, funeral, 13 paid holidays)
- Health Insurance (medical, dental, vision, prescription plan)
- Short-term Disability
- Life & Supplemental Insurance
- Liability Insurance
- Workman's Compensation
- Maryland State Retirement and Pension System
- 403(b) Option
- Employee Assistance Program
- Direct Deposit
- Payroll Deduction
- Tuition Reimbursement

COVID-19 Vaccination

SHORE UP! Inc. Early Head Start requires all applicants to be fully vaccinated for COVID-19 or have a valid exemption before commencing employment. Applicants are required to furnish proof of vaccination.

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**SHORE UP! Inc.**  
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*SHORE UP! Inc. is an equal opportunity employer.*