

# ALTA CARE GROUP, INC.

## JOB DESCRIPTION – FISCAL CLERK

**POSITION:** Fiscal Clerk  
**DEPARTMENT:** Fiscal  
**SUPERVISOR:** Chief Financial Officer  
**STATUS:** Non-exempt  
**RATE:** Commensurate with experience and ALTA Salary Scale

### JOB SUMMARY:

This position performs all duties as required to ensure accurate and timely processing of accounts payable and other duties relating to fiscal operations. Position is responsible for monitoring expenses, tracking activity in all programs and communicating any issues and reconciling Accounts Payable documents.

### ESSENTIAL FUNCTIONS:

1. Assists in purchasing including ordering, receiving and payment of invoices. Follows Head Start Fiscal manual.
2. Keeps accurate files of all bids and quotes and contract documents including compliance with Davis Bacon Act where appropriate.
3. Records general ledger coding on purchase orders and check requests and makes sure all purchase requisitions have proper approval.
4. Orders items on approved purchase orders sending original purchase order to vendor as requested.
5. Checks for signatures on packing slips or other proof of receipts received and matches to the corresponding purchase order.
6. Ensures timely payment of all accounts payable.
7. Trouble shoots Accounts Payable invoices and statements as necessary prior to payment or to correct errors after the fact.
8. Contacts vendors to set up vendor files. Requests and completes credit applications as needed. Maintains a vendor file for each program vendor.
9. Maintains the electronic purchase order system and follows up on any discrepancies.
10. Works closely with CFO to review any issues monthly. Communicates any issues and potential overspending areas to Program Directors, CFO, and CEO.
11. Reconcile credit card statements.
12. Performs all other duties as assigned.

### RESPONSIBILITIES/EXPECTATIONS:

- Support ALTA principles and adhere to Mission Statement.
- Strong verbal and written communication skills.
- Must maintain a neat and professional appearance at all times.
- Must maintain confidentiality and discretion.
- Must be able to relate to individuals of all ethnic social-economic backgrounds.
- Ability to work independently in and within a group when necessary.
- Must maintain professional interaction with customers, vendors and all levels of the organization.
- Continuously seeking methods of improvement for efficient operations.

**Disclaimer:** The above statements are intended to provide an understanding of the major duties and responsibilities to be performed by the employee in this role. This job description is not an all-inclusive list of job related tasks and the employee in this role may be expected to perform tasks other than those specifically stated in this description.

Rev 3/27/19

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### QUALIFICATIONS:

- Must be able to lift fifty (50) pounds.
- Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations.
- Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.

### PROFESSIONALISM/ATTITUDE

- Maintain professionalism at all times through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

### EDUCATION/EXPERIENCE:

Two or more years' experience in Accounts Payable required. Associate's or Bachelor's degree in Accounting or related field preferred.

### SUPERVISORY RESPONSIBILITIES:

NONE

### WORK CONDITIONS:

Variable hours of work which may include overtime and weekends and occasional travel. May be asked to fill in at other centers or classrooms as needed for program operations.

By signing, I acknowledge that I have read and understand this job description. I also acknowledge and agree to comply with all policies and procedures as outlined in the ALTA Employee Handbook.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HR Representative/Supervisor

\_\_\_\_\_  
DATE

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