



## **Job Description**

**Job Title:** Fiscal Coordinator  
**Department:** Finance and Administration  
**Report to:** Senior Department Manager

**Summary:** performs a wide range of financial and accounting responsibilities and serves in frontline administrative roles coordinating the day-to-day operations of agency.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Including the following. Other duties may be assigned:

#### ➤ **FISCAL**

- Responsible for coordinating and recording monthly investment accounts, including the daily activities of investments.
- Responsible for the verification of investment statements, including filing of documents.
- Assist the Department in expense management and control.
- Assist with the annual audit preparation and quarterly departmental reports.
- Annually enter monthly budget into Quickbooks.
- Maintain, compile and collate all cash receipts batches that are computerized and transferring the data to the donors cards as a back-up system
- Organize and file Accounts Payable with supporting documents.
- Track and monitor the backup receipts for charges that appear on the monthly American Express invoice for management staff.
- Assist in the monthly bank reconciliation for operating account.
- Assist in preparing financial reports for designated meetings, projects, departments and programs.

#### ➤ **ADMINISTRATION**

- Responsible for coordinating and distributing timesheets to staff.
- Updates VISIONS Staff Directory and attendance sheet as soon as new staff, interns or volunteer join the agency
- Coordinate and maintain attendance tracking system for vacation, sick and personal time.
- Assist as a backup with the distribution of all incoming mail and outgoing mail.
- Operate office equipment (office copiers, postage meter, phone system, fax machine, PC)
- Perform other duties as assigned.
- Provide backup support of the Fiscal and Administrative department.
- Assist with technical support
- Assist in maintaining standard office operating procedures and recommends improvement changes when necessary.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Ability to work under extreme pressure to meet deadlines

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree from an accredited college is required, one or more year of satisfactory full-time fiscal and clerical experience; excellent written, oral, and organizational skills; proficiency with Microsoft Windows, Microsoft Word, Excel and PowerPoint.

**SKILLS AND REASONING ABILITY:** Attention to detail, ability to work independently, ability to learn assigned tasks and be flexible, ability to interact with staff and vendors, must be a self-starter, well organized, a team player and understanding of the philosophy of a nonprofit service organization and the impact that it has on the culture and operation of the agency. Excellent analytical and conceptual thinking and excellent customer service abilities and able to multi-tasks.

**Salary:**

- Commensurate with education and experience.
- Salary requirement must be included in the cover letter when applying:

**Location:** VISIONS 500 Greenwich St., 3<sup>rd</sup> Floor, New York, NY, 10013

**How to apply:** send resume and cover letter to [mkurbatov@visionsvcb.org](mailto:mkurbatov@visionsvcb.org)

VISIONS is a 501(c) 3 nonprofit vision rehabilitation and social service agency incorporated in 1926. VISIONS provides service for blind and visually impaired people of all ages in the Greater New York Metropolitan Area.

VISIONS is an equal opportunity employer. All job candidates, consultants, volunteers, and interns 18 years of age and older, must consent to a background investigation, reference and education verification.