

ACCESS Council  
*Employee Position Description & Responsibilities*

- Position Title: **Fiscal Services Support**
- Category: Classified, FLSA Non-Exempt
- Acknowledgement: Employment in accordance with the employee handbook as approved by the ACCESS Governing Board and ACCESS policy.
- Compensation: Salary, insurance coverage and fringe benefits as established by the ACCESS Board of Directors.
- Qualifications: The following qualifications are considered as guidelines:
- Minimum High School Diploma
  - Sufficient background and experience, or skills and knowledge of fiscal applications offered by ACCESS
  - Initiative and drive to continuously learn and strive to succeed
  - Willingness to conduct trainings for ACCESS customers in individual and small group settings
  - Ability to logically follow processes to trouble shoot issues
  - Skills necessary to function collaboratively and exhibit a willingness to acknowledge and seek assistance, in a timely manner, when an issue is beyond your abilities.
  - Knowledge of spreadsheet programs such as Excel and Google Sheets
  - Good written, verbal and interpersonal communication skills
  - Such alternatives to the above qualifications as the Board may find appropriate and acceptable
  - Willing to work a flexible schedule including evenings and weekends as needed
- Reports to: Treasurer/Executive Director
- Supervises: None

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains proficiency in all ACCESS-supported fiscal service packages.
2. Directs and coordinates in-service training programs for fiscal applications including staff EMIS requirements.
3. Provides support in solving problems and answering questions regarding fiscal operations and procedures.
4. Visits users' offices as needed to become familiar with specific operational differences, to maintain high visibility and to provide assistance.
5. Keeps informed of changes and requirements of fiscal information processing and reporting.

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6. Prepares documentation and instructions for users to insure the highest level of understanding and use of the system.
7. Makes corrections, which cannot be accomplished by user-accessed programs, to users' data, being certain to maintain proper audit trails, including but not limited to use of the DATATRIEVE program.
8. Validates user concerns on program accuracy prior to contacting respective vendors.
9. Assists users in the efficient and effective use of fiscal software.
10. Keeps informed of developments in computer systems and application packages as they relate to ACCESS fiscal services.
11. Schedules and conducts meetings on a regular basis with various fiscal system users, including but not limited to Treasurers and/or Treasurers staff.
12. Notifies users of data reporting requirements to insure timely preparation for submission to meet deadlines.
13. Protects the security of the data maintained by the ACCESS users as established in the ACCESS Security Policy and maintain confidentiality in all work responsibilities.
14. Set a professional image for ACCESS through the use of interpersonal skills. These skills include, but not limited to, courteous manners, a positive attitude and cooperative demeanor.
15. Shall engage in an ongoing professional development in the areas of assignment.
16. Assist and be cross-trained in the following areas of the fiscal office to insure proper separation of powers and duties as assigned by ACCESS Treasurer. These areas may include Accounts Payable, Accounts Receivable, Payroll, Staff EMIS, Invoice and Billing and Help Desk Tickets.
17. Assist ACCESS fiscal team in following through the duties required by federal and state agencies and insuring that these tasks are completed in a timely manner.
18. Assist with daily operations in Payroll Department, Accounts Payable Department, Accounts Receivable Department and Grants Management Department, as assigned, by Treasurer.
19. Perform all duties in a professional manner and in accordance with Board policies and guidelines.
20. Performs other related duties as may be assigned by the Supervising Authority and/or the ACCESS Governing Board.

**REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:**

1. Be regular and prompt in attendance
2. Seeks opportunities to improve skills and grow professionally
3. Prepares an annual professional development plan to guide individual growth and performance improvement, support the ACCESS and program/department goals, and all service constituents when required.
4. Attends and actively participates in all required/assigned training sessions, meetings and other responsibilities
5. Provides quality service to both internal and external colleagues and customers
6. Seeks opportunities to participate as a productive member of ACCESS and other committees and teams

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7. Generates internal and external support for services
8. Represents the ACCESS and its service schools with professionalism at all times
9. Demonstrates at all times integrity and ethical behavior
10. Responds quickly to directions for improvement from supervisors
11. Maintains confidentiality in all job related discussions and communications
12. Freedom of any alcohol and non-prescribed controlled substances in the workplace throughout his/her employment at ACCESS

**OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:**

1. Possesses a valid driver's license
2. Reads, analyzes and interprets data and reports
3. Writes reports, correspondence and other appropriate communiqués
4. Presents information and responds to questions effectively and efficiently
5. Prioritizes tasks, requirements and expectations in order to perform to a standard of excellence in service

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices. The employee must occasionally lift and/or move up to **50 pounds, such as notebooks, reports**, etc. Specific vision duties of this job include close vision.

The noise level in office work environments is relatively quiet, but may escalate in group settings. The noise level in classroom positions is often elevated.

This position requires meeting deadlines with severe time constraints. This position involves stress as a result of those time sensitive obligations, the responsibility to ensure that laws and regulations are followed, and the demands of maintaining communications with large and diverse publics.

*The information contained in this job description is in compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration and/or the Governing Board. Administrators should communicate additions and changes in this job description in writing to the employee. ACCESS is an equal opportunity employer, and employs individuals without regard to race, religion or ethnicity.*

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**This Job Description has been reviewed with me, I understand the duties and responsibilities which are expected of me, and my questions as of this date have been answered.**

Signed, \_\_\_\_\_, Employee, on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed, \_\_\_\_\_, Supervisor, on \_\_\_\_/\_\_\_\_/\_\_\_\_