

**Fiscal Coordinator**

**Department: Community Redevelopment Agency**

**Salary Range: $20,000/yr. - $31,000/yr.**

**Classification: Part-time (Non-Exempt)**

**ESSENTIAL JOB FUNCTIONS:**

**Under the general supervision of the Executive Director, the CRA Fiscal Coordinator will coordinate and oversee that the CRA funds are properly administered, recorded, spent, documented, and reported in accordance with Generally Accepted Accounting Principles (GAAP) and CRA policies, and procedures.**

This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities.  Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Prepares a variety of compliance-related reports for the funding agencies including progress reports, grant financial close-out reports.

Prepares various technical documents including public notices, press releases and contracts.

Coordinates with staff to ensure grant fiscal compliance

Composes, reviews, edits, and approves a variety of reports including requests for Board of Directors action and weekly or monthly reports of departmental activity.

Coordinate and process the monthly submission of fiscal records for the TOE CRA.

Coordinate preparation of CRA annual budget.

Develop, monitor, and maintain CRA budgeted expenditures and accounting records.

Assist with the management of the procurement process; maintain accounts, track requisitions and

Annual purchase orders using Edmund’s software.

Authorize and process payment of CRA invoices for payment and follow-up with vendors.

Assist with the preparation of formal bids, requests for quotations, annual maintenance contracts and annual purchasing contracts for CRA goods and services.

Prepare and maintain computerized and manual fiscal, procurement, and inventory files.

Responsible for tracking TOE CRA capital assets.

Manage the purchase card program for the TOE CRA to include review of all department purchase card purchases, ensuring proper funding sources, tax exemption, required documentation, etc. to conform to policy.

**MINIMUM QUALIFICATIONS/ SPECIAL REQUIREMENTS:**

**Knowledge, Skills, and Abilities:**

Knowledge of general project coordination principles, practices, techniques, and methods.

Familiarity with community development and real estate practices and principles.

Ability to apply federal, state, and local laws, rules, regulations, and policies as needed to ensure compliance.

Ability to independently make sound judgments and recommendations based on objective observations and analysis.

Ability to recognize if/when a decision can be made or if it should be escalated to a higher-level manager for input.

Ability to draft legal documents and formal and informal communication instruments accurately and concisely.

Ability to manage and maintain spreadsheets and critical data.

Knowledge of effective communication techniques as needed to communicate with audiences from a variety of different backgrounds to include dealing with difficult people as well as other communication techniques used to calm escalated matters.

Knowledge of standard office procedures, terminology, and best practices.

Ability to establish and maintain effective working relationships with associates and the general public.

**Experience Requirement:**

**Graduation from an accredited college or university with a bachelor's degree in appropriate discipline, and**

**Five (5) years of experience in fiscal support. Experience with state and/or federal grants in a government or non-profit setting is preferred.**

**Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.**

**Certificates and Licenses:**

Valid Florida driver's license

Employees in this position are required to pass the National Incident Management System (NIMS) IS-700 within 30 days of employment or from the date an internal Officer takes the position. The IS-800, ICS-100 and ICS-200 within 90 days of employment, or from the date an internal Officer takes the position. The ICS-300 and ICS-400 within 180 days of employment, or from the date an internal Officer takes the position. There may be additional NIMS required, which will be scheduled by your supervisor.

If you are a motivated and organized individual with excellent administrative skills, we invite you to apply for the Office Assistant position. We offer competitive compensation and benefits packages, as well as opportunities for professional growth and development. To apply, please submit your resume and cover letter detailing your relevant experience and qualifications to hr@townofeatonville.org