



240 N. Mission - Wenatchee, WA 98801 - 509-663-3091 – 711 WA Relay – www.skillsource.org

## JOB DESCRIPTION

### ADMINISTRATIVE & FISCAL SPECIALIST

POSITION: Administrative & Fiscal Specialist  
AREA: Chelan, Douglas, Grant, and Adams Counties  
OFFICE: Wenatchee, Washington  
SALARY RANGE: \$19.55/hr - \$26.10/hr  
CLASSIFICATION: Full Time Non-Exempt Employment  
IMMEDIATE SUPERVISOR: CEO and Financial Director

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#### **POSITION SUMMARY:**

We are looking for a talented individual to join our executive team to assist with a combination of accounting and administrative support functions. You will provide fiscal support to the Financial Director as well as administrative support to the CEO. We're looking for a multi-talented individual to fill this support role.

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#### **ESSENTIAL FISCAL FUNCTIONS**

- Understand fund accounting and account code structure, perform work in an automated accounting system (Abila/MIP).
- Perform semi-monthly participant payroll functions; review and process participant time cards; edit work and print and mail checks; maintain participant payroll records.
- Periodically perform accounts payable functions; utilize and implement appropriate participant and operational cost purchasing procedures & general ledger account codes; maintain vendor filing system.
- Perform monthly general ledger functions; create and enter journal entries; reconcile general ledger accounts.
- Maintain and modify fiscal record keeping systems, databases, and spreadsheets; review fiscal records;
- Reconcile bank statements to general ledger
- Prepare School District invoices and maintain state education rosters
- Assist Financial Director pull reports and documents for audit and monitoring

## **ESSENTIAL ADMINISTRATIVE SUPPORT FUNCTIONS**

- Provide administrative assistance, such as writing and editing e-mails, drafting memos, preparing meeting materials, recording minutes as needed, and preparing other communications on the CEO's behalf.
- Organize meetings, including scheduling, sending reminders, room set up, and organizing refreshments and/or catering when necessary.
- May include coordinating travel arrangements for executive staff and/or board members.
- Communicate professionally with board members and area partners both verbally and in writing.
- May answer telephone; greet, direct and refer customers and respond to customer inquiries; word process projects for administrative staff as needed.
- Maintain comprehensive and accurate records.
- Other duties as assigned.

## **OTHER QUALIFICATIONS & SKILLS:**

- Strong interpersonal skills including the ability to effectively manage relationships with individuals of diverse backgrounds.
- Demonstrate excellent documentation, organization, problem-solving, and strong project management skills.
- Regularly follow oral and written instructions to complete job tasks timely and accurately.
- Demonstrate strong time management and organizational skills and ability to multi-task and meet deadlines.
- Ability to problem-solve and make decisions, be proactive and self-directed.
- Ability to work in a fast-paced, time sensitive environment with attention to detail and accuracy.
- Ability to travel overnight for training and other business-related meetings.

## **MINIMUM QUALIFICATIONS:**

1. Two-year accounting degree/certificate with two years of administrative assistant experience **OR** possess a combination of education and direct job experience that clearly demonstrates the knowledge, skills and abilities to perform the essential duties of the position.
2. Proficiency with Microsoft Office suite (specifically Excel, Word, PowerPoint, Publisher)
3. A valid vehicle driver's license, access to reliable transportation, automobile liability insurance as required, and willingness to travel at approved mileage reimbursement rate.