

**Central California Legal Services, Inc**  
**JOB ANNOUNCEMENT**  
**FISCAL ASSISTANT**

**Position:** Fiscal Assistant  
**Experience:** Minimum of one (1) year of full-time, paid bookkeeping experience or a certificate of completion from an accounting/bookkeeping program obtained from an accredited college or university, or the completion of fifteen (15) semester units of accounting coursework that is acceptable within the United States' accredited college or university system.  
**Application Deadline:** Open Until Filled  
**Location:** Fresno  
**Term of Employment:** Permanent Full Time  
**Other:** Non-Exempt FLSA  
**Salary:** DOE & Certifications

**To Apply:** Please e-mail cover letter, resume, and three references to:  
Marc Young, Fiscal Director  
[myoung@centralcallegal.org](mailto:myoung@centralcallegal.org)

Central California Legal Services (CCLS), provides free civil legal services to low-income residents in six counties in the San Joaquin Valley and Sierra Nevada foothills.

**CCLS** seek applicants for a full-time Fiscal Assistant position in the **Fresno** office. This is a non-exempt, non-union full time position.

**Summary:**

The Fiscal Assistant reports to and receives direction from the Director of Fiscal Services and works closely with the Fiscal Officer. The Fiscal Assistant is responsible for maintaining a variety of financial records; processing Accounts Payable; processing payroll and payroll-related functions (i.e. withholdings, retirement, and employee data); assisting Human Resources; posting expenditures, receipts, or other data to appropriate ledgers or accounts; reconciling bank and credit card statements; maintaining running balances of accounts and fund ledgers; checking and verifying expenses; and checking for completeness and accuracy and comparing information on different reports, lists and forms. Although the majority of the work will involve performing bookkeeping activities, the Fiscal Assistant may be called upon to complete other general clerical tasks.

**Sample of Duties:**

The functions listed below are samples of job duties and responsibilities for the Fiscal Assistant position. This list is neither inclusive nor exclusive, but illustrates several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Promptly and accurately processes vendor invoices for payment, communicates with vendors when necessary, and maintains vendor files.
- Accurately maintains and promptly updates employee information in the payroll system including anniversary dates, salary authorizations, timesheets, benefits.
- Prepares, processes and reconciles payroll.
- Assists in preparing financial reports.
- Maintains fiscal records, including monitoring budgets, contracts and accounts, checking records for arithmetic errors and completeness of budget codes, and preparing forms to transfer funds.
- Assists if needed, with posting financial transactions, including distributing costs of payments to various accounts; posting to accounts, journals, and ledgers; and making adjustments to accounts.
- Reviews accounts for proper payments, charges, and statements; makes adjustments to accounts and resolves discrepancies between payments, receipts, or accounts.
- Operates office equipment, including ten-key adding machines, computers, copy machines, cash registers, printers, multi-line modern telephone systems, fax machines, scanners, and other equipment.
- Obtains information from the public including vendors, as well as provides information concerning accounts, contracts, budgets and financial transactions.
- May perform other clerical tasks including typing, filing, processing and maintaining records, composing and editing reports and correspondence; delivering or picking up materials; and answering multi-line modern telephone systems.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### Knowledge of:

- Bookkeeping methods and terminology;
- Basic office practices, procedures, and terminology;
- Common spreadsheet software;
- Basic alphanumeric filing systems and record keeping practices;
- Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages;
- Correct grammar, spelling and punctuation;
- Principles and practices of effective customer service.

### Skills/Abilities to:

- Learn and apply the policies and practices of CCLS's Fiscal Department;
- Perform basic mathematical computations;
- Understand and operate spreadsheet software;
- Alphabetize, file, and maintain various financial records;
- Interact tactfully and courteously with the public, clients, vendors, and fellow staff;
- Operate modern office equipment including computer hardware, software, and internet- and web-based applications;

- Operate a ten-key adding machine or calculator;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective interpersonal relationships at all organizational levels as well as with the public;
- Display a high degree of maturity, integrity and good judgment.

**MINIMUM QUALIFICATIONS:**

Experience: One (1) year of full-time, paid bookkeeping experience.

Substitution: A certificate of completion from an accounting/bookkeeping program obtained from an accredited college or university, or the completion of fifteen (15) semester units of accounting coursework, that is acceptable within the United States' accredited college or university system, may substitute for the required experience.

License: Possession of a valid Class "C" driver's license, or equivalent, may be required.

**SALARY/BENEFITS:** DOE, dental, vision, life, disability insurance coverage; employer paid TSA; 14.5 paid holidays; School Loan Reimbursement Assistance Program; Vacation and Sick Leave. This is not a collective bargaining unit position.

***Central California Legal Services is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law.***

**POST DATE: 2/8/19**