



## **Fiscal Voucher Coordinator Position**

Reports to Lead Accountant

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### **Job Summary:**

Under the general direction of the Lead Accountant, performs reviews of vouchers submitted by assigned service providers to determine financial compliance. Provides technical support to delegate agencies. Prepares and submits accounting reports to the Lead Accountant and highlights any irregularities. Assists Lead Accountant and Controller with any duties as assigned.

### **Key Responsibilities and Duties:**

Reviews, interprets, analyzes and processes voucher invoices for payment. Reviews voucher submission and related supporting documentation from grant recipients for compliance with WIOA laws and regulations, GAAP and sound internal control practices.

Provides technical support to delegate agencies and employers.

Utilizes appropriate financial software systems to access and manipulate financial data.

Assumes responsibility for a variety of financial records and operations subject to the review of the Lead Accountant.

Performs a variety of professional tasks relative to assisting in the day-to-day maintenance of accounting systems for The Partnership.

Develops and maintains extensive financial and account records and logs as required.

Organizes and maintains financial records and office files.

Other duties as assigned.

### **Minimum Qualifications:**

- Two years of paraprofessional accounting or auditing experience, or an equivalent combination of training and experience.

- Two (2) years of professional experience in administering grant funded public programs.

**Knowledge, Skills, Abilities and Other Characteristics:**

Knowledge of Workforce Innovation Opportunity Act (WIOA) rules and regulations, and regular review of all financial records to ensure compliance with all applicable federal, State and local acts, laws, ordinances, rules and regulations.

Knowledge of basic GAAP: Generally Accepted Accounting principles and procedures.

Good knowledge of accounting terminology and financial record keeping.

Ability to trace transactions through financial record, compile data and prepare reports.

Ability to operate a personal computer.

Good typing skills.

Ability to implement workflow procedures.

Good skill in recording and reconciling financial transactions.

Good communications skills.

Ability to interact effectively with supervisors and team members.

Excellent skill in identifying possible accounting errors, inconsistencies, and unlawful practices.

Skill in organizing information in a logical manner to support accounting results and to provide an organized audit trail.

Ability to maintain an attitude of professional skepticism throughout voucher reviews.

Knowledge of sound internal control concepts and procedures.

Ability to objectively and positively interact with sub-grantees in resolving accounting and reporting issues.

Ability to identify errors, irregularities and illegal acts and take appropriate action.

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Working knowledge of applicable software programs, such as; Microsoft Word, Excel, Great Plains or similar software.

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**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**