

Fiscal Support Staff/Job Coach (Non-Exempt)

email Resume to JMcGee@jeffindustries.org

General Summary of Position:

Responsible for assisting the Fiscal Director with payroll processing, human resource records, accounts payable, receivables and funder requirements as well as agency policies.

Minimum Qualifications:

Experience with accounts payable and accounts receivable at least a High School Diploma or equivalent.

Two years' experience working with vulnerable populations.

Essential Duties and Responsibilities:

Fiscal Staff:

- Assist Fiscal Director with overseeing the general ledger accuracy and make recommendations/notification of needed revisions/corrections.
- Oversee the deposit and post Accounts Receivables and general ledger activities.
- Oversees all payable duties including, but not limited to check requests, invoices, and deposits.
- Accounts for and records all contributions, grants, financial contracts and related issues.
- Maintain updated personnel data and records.
- Maintain all property/equipment records, including depreciation schedule and fixed asset schedule.
- Assist Fiscal Director with annual independent audit, monitoring from all funders, IRS audits and any other audits as requested.
- Identify need for the development of fiscal policies.
- Safe maintenance of all financial, personnel and risk management records and storage.
- Pursue collection of past due Accounts Receivables.
- Monitor soda, food and other miscellaneous funds.
- Answer the telephones as needed.

“Jeff Industries, Inc. retains the right to change or assign other duties to this position”

Job Coach/Drop-in Center Support Staff:

- Responsible for ongoing communication with Mental Health staff on all client issues.
- Fill in for other vocational staff in their absence.
- Provide support and tasks to assigned clerical enclave participants
- Provide support to Drop-in Center staff and participants when needed
- Provide input in developing new safety policy and procedures.
- Secure 12 hours of annual training, either agency sponsored or through other means (i.e. CPI, CPR, First Aid etc.).
- Close the facilities when the vocational Coordinator staff is unavailable.

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Supervision and Support:

- Reports to the Executive Director who will provide production oversight, workload supervision and regular performance evaluations.
- Receives mental health training and support services from the Clinical Director who will be responsible for the client workers' mental health issues, program involvement and progress, including all treatment plans.

Environmental working Conditions:

The agency works with potentially dangerous and at risk clientele. Please be aware of your surroundings and maintain a positive relationship with our clients at all times.

NON-DISCRIMINATION STATEMENT:

Jeff Industries does not discriminate against employees or clients based on race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. The agency will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA).

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

I have read and understand the job responsibilities, standards and requirements for this position.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Director: _____ Date: _____