

Veterans Memorial Civic & Convention Center
Job Description: Assistant Fiscal Officer

EMPLOYEE NAME: _____
SUPERVISOR: Finance Director
FLSA STATUS: Exempt, At-Will

DEPARTMENT: VMCCC
EMP STATUS: Full-Time
Pay Range: \$18-\$21/hr

NORMAL WORK HOURS: as the VMCCC is a 24-7 operation, work hours are typically 8:00 am to 5:00 pm Monday through Friday, but will vary according to events held at both facilities. This is a full-time position working a 40-hour week; hours will vary Thursday through Wednesday depending on fiscal needs, building events, and events in Crouse Performance Hall (CPH).

General Purpose of the Job:

The Assistant Fiscal Officer (AFO) is to support, assist, aid, supplement the Finance Director with all aspects of financial reporting, recording keeping, audits, invoicing, budgeting, customer service, accounts receivable and payable, payroll, all financial transactions, ledgers, data entry, etc. There may be times where the AFO acts in the stead of the Finance Director.

Essential Duties and Responsibilities include the following:

- High volume of accurate and prompt data entry.
- Accurately perform complex booking skills.
- Accounts payable and receivable entry into multiple financial software programs.
- Create accurate, thorough, and prompt invoices and send to clients.
- Talk to clients about their account standing and resolve any disputes or questions.
- Perform general office management tasks.
- Aid to expedite and ensure accuracy of audits with and for FD.
- Generate and create reports and reporting structure to the Foundation Board.
- Perform off site fiscal duties such as banking visits and deposits.
- Ensure and perform accurate data entry to the general ledgers, including data entry for investments.
- Maintain paperwork and employee listing of union workers.
- Assist Director of Development with various Foundation financial reporting.

Other Duties assigned:

- Primary back-up to administrative staff and Finance Director.
- Support fund development, volunteer relations, and community relations efforts of the VMCCC
- Provide and promote excellent customer service.
- Adhere to all VMCCC policies and procedures.
- Perform other duties and responsibilities as assigned by the Finance Director or CEO.
- High flexibility in schedule changes and adaptability to minimal notice of schedule change due to changes circumstances.
- Ability to work independently and/or direct large groups of people.
- Professionalism in high paced, fluctuating needs environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A seasoned, experienced employee must be able to complete all tasks independently with minimal supervisory direction. Organizational and detail oriented skills are highly encouraged.

Education and/or Experience:

Two-year degree in business/accounting required; four-year degree or equivalent experience is preferred. Computer skills to include financial software (Quickbooks), office software such as

Microsoft Office Suite (Word, Excel, Outlook), custom business software. Knowledge of customer service practices, data entry, accounting, accounts reconciliation, audit procedures are preferred.

Language Skills:

Ability to read, analyze, interpret documents as well as financial reports and then to effectively present information to various audiences. Will be required to deal with the public in a professional manner.

Mathematical Skills:

Must be able to calculate figures, amounts, analysis of financial reports, tracking, and reports.

Reasoning Ability:

Ability to troubleshoot financial records and reports from internal and external sources. Ability to think through problems and address accurately, thoroughly, and promptly. High organizational and time management skills is a must.

Interpersonal Ability:

Ability to think and act quickly, delivery of accurate reports and information, and a friendly and helpful attitude towards others. Ability to work well with customers, volunteers and staff in a professional manner. Stamina to work long hours and to multitask when needed or where applicable.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to use fingers to feel objects, tools, or controls; talk or hear; occasionally stand, walk, sit, reach with hands and arms, stoop, kneel, crouch or crawl. The employee may have to lift up to 50 pounds. Specific vision abilities required by the job include close vision. The noise level in the work environment is moderately quiet. Work variable hours, including weekends, evenings, and holidays. Will need to work in physical close proximity to many other individuals to complete tasks.

The Veterans Memorial Civic & Convention Center gives a preference in hiring to honorably discharged veterans of the United States Armed Forces.

EMPLOYEE:

The above job description accurately reflects the current duties and responsibilities assigned to my position. By signing this, I agree to perform all of the duties and responsibilities as outlined.

EMPLOYEE SIGNATURE/DATE

CEO SIGNATURE/DATE