



## Position Announcement

# Fiscal Assistant- Accounts Payable

**Job Title:** Fiscal Assistant- Accounts Payable

**Department:** Finance

**Reports to:** Senior Accountant

**FLSA Status:** Full-Time, Non-Exempt

**Work Hours:** 37.5-hour work week

**Travel Expectations:** Minimal

**Salary Range:** \$35,000 to \$40,000

## Position Summary

Accounts Payable compiles invoices, prepares disbursement vouchers, assigns account codes for input into the accounting system, and administers check runs. This position also prepares bank deposits and assists with the monthly reconciliation of various general ledger accounts.

## Essential Duties and Responsibilities

Other duties in addition to the ones listed below may be assigned.

- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.
- Computes and records charges, refunds, freight charges, rentals, and similar items.
- Prepares vouchers, invoices, checks, account statements, reports, and other records and reviews for accuracy.
- Monitors accounts payable to ensure that payments are up to date.
- Reconciles report discrepancies and problems.
- Codes data for input to financial data processing system according to company procedures.

### Onboarding/offboarding:

- Accurately enter accounting information
- File accounting information

- Process deposits (electronic banking system) / Take cash deposits to bank
- Run checks
- Prepare vouchers
- Process accounts payable to include document, collection, GL account assignment, approval, due date, and data entry
- Process cash disbursements and vendor payments
- Prepare and file documents related to accounts payable and disbursements
- Input journal entries as generated by Senior Accountant to MIP accounting database
- Maintain Vendors in MIP accounting database
- Maintain purchase orders
- Maintain Vendor files
- Maintain petty cash
- Maintain Vendor W-9 forms from new vendors
- Assist with preparation of 1099 and 1096 forms
- Reconcile accounts receivables
- Prepare and input prepaid expenses to MIP accounting database
- Assist with checking account bank statement reconciliation
- Other administrative support during audit
- Provide back up to Senior Accountant and Chief Financial Officer
- Attend meetings as requested
- Serve on PCAR teams as assigned

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

### **Travel requirements:**

This position requires in-state travel.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each 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 essential functions.

### **Education and/or Experience:**

Associates degree in accounting preferred but not required. One to two years related experience and/or training; or equivalent combination of education and experience. Experience in non-profit accounting preferred. Experience with Abila fund accounting software a plus.

### **Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical

procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Requirements:**

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills. Excellent customer service skills.
4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create an accessible environment.
5. Must have proficiency with the technology necessary for the functions of the position, including: Microsoft Office, Internet, office equipment.
6. Accept and abide by the mission and core values of PCAR.
7. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within first year of employment.
8. Must possess a valid Pennsylvania driver's license, insurance, and reliable vehicle.

### **Certificates, Licenses, Registrations**

Not applicable

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

## Salary Range

\$35,000 to \$40,000 depending upon qualifications.

## To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at [pcar.org/employment](http://pcar.org/employment) by June 1, 2022.

## Who We Are

Founded in 1975, PCAR works to end sexual violence and advocates for the rights and needs of all sexual assault victims. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Ensures that communities have access to quality victim services and prevention education by providing funding, training, materials and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across the Commonwealth.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, and enhance community safety.
- Launched the Sexual Violence Legal Assistance Project in 2018 to provide holistic legal services to survivors of sexual violence.
- Works with media to increase public awareness, access to accurate information, and ethical reporting practices.
- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops and disseminates resources regarding all aspects of sexual violence prevention and intervention. The

NSVRC also is a partner in a collaborative effort with the National Alliance to End Sexual Violence (NAESV), and the ValorUS to operate RALIANCE. RALIANCE was founded in 2015 through a multimillion dollar seed investment by the National Football League with a mission of ending sexual violence in one generation. RALIANCE promotes prevention by awarding grants, advancing research, policymaking, and more.

PCAR understands sexual violence as a social justice issue and works to prevent and respond to sexual violence within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, age, and other characteristics.

## Equal Employment Opportunity Commission

PCAR provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.