



## **Job Description**

### **Assistant Contracts and Fiscal Coordinator**

**Position Summary:** Anson County Partnership for Children is currently seeking a full-time Assistant Contracts and Fiscal Coordinator. This position reports to the Executive Director and provides executive-level, financial, programmatic and administrative support in the day-to-day operations of the Partnership.

**Fair Labor Standard Act:** Non-Exempt

#### **Requirements**

- **Minimum of AA Degree in Business, Accounting or a related field and 5 years' experience in contracts and fiscal management**
- **Excellent skills in wide range of technology**
- High integrity, trustworthy, dependable
- Professional image (appearance, speech and behavior)
- Excellent written, verbal and customer service skills
- Ability to work independently, as well as with a team
- Attention to detail
- Ability to work under pressure and meet deadlines
- Daily use of a reliable car, valid driver's license and willingness to travel as needed
- Ability to lift up to 50 pounds
- Criminal background check and drug screen

#### **Financial Responsibilities**

- Maintain secure hard copy and/or electronic files of vendors, contracts, grants as directed
- Prepare purchase orders, acquire proper authorization, code, place orders and send documentation to Finance Contractor
- Verify wire transfers, receive funds, make bank deposits and maintain Cash Received Log according to ACPC accounting policies
- Prepare and send all deposit code forms and support documentation for deposits to Finance Contractor
- Prepare and send reimbursement reports to Finance Contractor
- Receive and file reports included in weekly package from Finance Contractor
- Prepare checks from Finance Contractor for signatures, copy for ACPC file, and mail to vendors
- Order general office supplies, program supplies and equipment upon approval of Executive Director
- Gather and document verbal and written quotes for purchase orders as required
- Maintain all ACPC contracts including but not limited to Smart Start, NC Pre K, Region 5 CCRR
- Maintain current ACPC Property and Equipment Inventory Log
- Enter data for quarterly cash/in kind report and maintain documentation
- Prepare information regarding ACPC financials and DSS subsidy for quarterly reports
- Prepare budgets and financial documents for ACPC grants and funding sources as needed

- Assist Finance Contractor in preparing annual audit, year-end documents and other financial-related tasks as needed
- Manage all financial tasks related to ACPC fundraiser including but not limited to receipt of funds, invoicing for payments, documentation of expenditures and income, creation of reports, maintenance of fundraising software
- Submit required financial documents to funders in timely manner
- **Other financial duties as assigned by Executive Director**

### **Programmatic/Contract Responsibilities**

- Provide support for all ACPC activities and services as needed including but not limited to Child Care Services, Safe Kids Coalition, Literacy, Community Outreach, Evaluation, Education Support.
- Assist with NC Pre K Program by reporting attendance, preparing budget, invoicing program sites and other duties as needed
- Provide support for ACPC meetings and trainings as needed including facilities, equipment, food, travel
- Make travel arrangements for staff for out-of-county meetings and conferences (i.e., facilities, lodging, equipment, food, travel, etc.)
- Provide support for submission of activities and grant applications as needed
- Prepare documents and reports including databases and spreadsheets as needed
- Provide support for ACPC Board including preparation of minutes, maintenance of secure files of Board documents, preparation and dissemination of information (meeting notices, agendas, minutes)
- Manage personnel files; conduct new employee orientation, verify time sheets, track leave balances, manage employee benefits, and assist employees with personnel related matters
- Assure personnel policies and procedures, handbook and files are current
- **Other programmatic duties as assigned by Executive Director**

### **Administrative Responsibilities**

- Manage office (lease, housekeeping, security, etc.) professionally, effectively, efficiently
- Perform general administrative / clerical duties including preparing correspondence, photocopying, faxing, mailing, telephoning, purchasing supplies and equipment, inventory control, central filing, equipment maintenance
- Assist in donor cultivation including acknowledgement of donations and sponsorships
- Maintain ACPC technology (hardware and software) to ensure efficiency, security and current status in collaboration with contracted IT (including server, computers, printers, fax, copier, scanner, basic operating software, multi-line phone system, postage meter, email and internet software)
- Maintain current email and mailing addresses for all ACPC contacts including Board members, committee members, donors, potential donors and funders
- Maintain and assure compliance with administrative policies/procedures, bylaws, laws, ordinances, regulations, etc.
- **Other administrative duties as assigned by Executive Director**

**Full Time with benefits: 37.5 hours per week**

**Compensation based on education, skills and experience**