

## Pocono Services for Families and Children

### Job Posting for Fiscal Officer

We are looking for passionate, personable, hands-on fiscal officer, seeking a dynamic opportunity to guide our fiscal department. Candidates must be comfortable to work with management staff, grantors, contributors, and the families that we serve; you will interact with grantors, families, Board of Directors and Finance Committees on a regular basis.

#### Responsibilities:

- Supervise fiscal department
- Maintain all fiscal operations, manage chart of accounts, AR, AP, Payroll, and reconcile detail in accounting software with general ledger detail under accrual method of accounting
- Run month-end and year end close reports
- Prepare Journal Entries relating to outsourced services, month and year end closing entries, allocations, and corrections
- Prepare Audit documentation and interact with auditors in required timelines
- Familiar with OMB and single audits of not-for-profit entities
- Assist auditors with GAAP financial statement preparation under the guidelines of FASB 958 for not-for-profit entities
- Prepare accurate Bank and Account Reconciliations in a timely fashion
- Prepare detailed and accurate Spreadsheets and Analytics
- Capable to setup, update, and analyze Financial Reports and Budgets in accounting software
- Prepare detail spreadsheets for Financial Forecasting of various income types and functional allocations of expenses
- Assist with 990 preparation and necessary support schedules
- Familiar with revenue recognition policies related to unrestricted and restricted income sources and tracking use of funds from restricted sources
- Meet all required timelines for all federal, state, and local government and grantor application submissions and subsequent reports requested
- Recommend/Implement/Improve standard accounting policies and procedures

#### Qualifications:

- Passionate about working in our non-profit organizations
- Bachelor's Degree required in Accounting or Finance, or related field
- Minimum of 5 years fiscal management experience in not-for-profit sector
- Flexibility to work remotely, if necessary
- Ability to manage application process, awarding of, and tracking the use of multiple grants and any restrictions
- Work independently and be responsive to Board of Directors and management on a timely basis
- Strong Excel and Word skills
- Experience with multiple accounting software packages, especially QuickBooks and Peachtree

#### PSFC Offers:

- Competitive compensation
- Paid vacation, holidays, and sick time
- Medical benefits package

- Professional development reimbursement
- Company events and team building activities to promote culture
- COVID 19-conscious work rules and remote environment

Submit customized cover letter explaining interest and qualifications for this role along with resume.

In your response, please include your name and preferred method of contact, and we will respond as soon as possible.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.