



POSITION DESCRIPTION:

TITLE: Fiscal Officer

REPORTS TO: Executive Director

FUNCTION: The Fiscal Officer is responsible for ensuring the accuracy and integrity of WCSC's financial information, for the production of accurate and timely reports, and for the continuous improvement of overall accounting and finance functions.

DUTIES:

- 1) In coordination with the Executive Director, creates annual budgets for each program and the overall agency, and submits to the Board of Directors for approval;
- 2) Submits year-to-date budget reports (i.e., comparing projected budget with actual expenditures, profit and loss statements, balance sheets) to the Executive Director and the Treasurer of the Board on a quarterly basis;
- 3) Creates budget materials for individual grants as necessary;
- 4) Keeps the Executive Director informed of all fiscal matters on a regular basis;
- 5) Works closely with the Fundraising Coordinator to identify annual fundraising needs and goals, and keeps the Fundraising Coordinator informed throughout the year on the progress made in meeting these goals;
- 6) Works with the Executive Director and the Board of Directors to develop and implement effective financial policies and procedures;
- 7) Records, monitors and reports on the agency's income and expenses in conformance with Generally Accepted Accounting Principles;
- 8) Records and posts cash disbursements, receipts, and in-kind donations, and maintains documentation for all income and expenses;
- 9) Prepares and submits monthly/quarterly/annual financial reports and cash requests for grants;
- 10) In coordination with the Office Manager, maintains employee records, including payroll, insurance payments, and leave time accumulated and taken;
- 11) Prepares bi-weekly payroll, and submits FICA and VIWT payments as necessary;
- 12) Prepares and submits quarterly tax reports (941, 501VI, and unemployment), annual worker compensation reports, and W-2's, W-3's and 1099's annually;
- 13) Conducts year-end accounting, taxes and other reports;
- 14) Assists with the annual independent audit;
- 15) Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.
- 16) Assumes other responsibilities as assigned.

**WORKING CONDITIONS:**

Physical: Office environment.

Social: Ability to work with a diverse group of individuals and to maintain client confidentiality.

EQUIPMENT:

- Use of personal vehicle; mileage to be reimbursed
- Operation of general office equipment, such as copier and fax machines
- Computer proficiency in Microsoft applications and QuickBooks

KEY CONTACTS:

- Maintain contact with Executive Director

SCHEDULING DETAILS:

Full-time, Exempt Position

SALARY RANGE:

Commensurate with experience and skill level

REQUIREMENTS:

The successful candidate will be a self-motivated, goal- and team-oriented leader who will appreciate and thrive in a socially progressive environment. Qualifications include:

- A minimum of five years of increasingly responsible experience in fiscal management activities. Grant writing and administration experience;
- Bachelor's degree in accounting or related field is required; Advanced degree preferred;
- A demonstrated knowledge of the principles and practices of financial and budget administration and accounting controls;
- Knowledge of pertinent local and federal rules, regulations, and laws;
- Committed to and passionate about creating a work place and community free from sexism, racism, homophobia, and all other oppressions;
- Excellent interpersonal and organizational skills, familiarity with domestic violence and sexual assault issues, sensitivity to multicultural communities, nonjudgmental attitude, and familiarity with Virgin Islands culture, community and geography;
- Ability to work in diverse environment as a member of a strong team.

Computer skills are essential, experience with Microsoft Word, Excel, and PowerPoint required. Expert QuickBooks knowledge/aptitude required. The ability to work beyond traditional business hours may be required.