



Part- Time Fiscal Coordinator * Sullivan 180, Liberty, NY

Overview: Sullivan 180 is seeking a Part-time Fiscal Coordinator in Liberty.

The Fiscal Coordinator job duties and responsibilities of the position include, but are not limited to:
Financial and Accounting:

Payable Processing: Receive, verify and process invoices from vendors, ensuring that the amounts and terms are correct.

Process payments by issuing checks, initiating electronic payments, or handling credit card transactions.

Assist staff with professional development and travel arrangements.

Tracking outstanding bills: Keep track of what payments are due and ensure that bills are paid on time to avoid late fees.

Record financial transactions and track all purchases, payments, and receipts.

Work with accounting to prepare basic financial statements.

Help keep the financial records organized and help maintain accuracy so that accountants or financial managers can perform more complex financial analysis.

Support budget and forecasting activities.

Respond to inquiries from the CEO, Development Manager and other finance and company-wide staff
Programmatic:

Participate in administration of grant programs specific to auditing reports for fiscal accountability.

Track outgoing grants from award to completion for financial reporting purposes. Verify, record and track Expenditure Responsibility agreements and 501c (3) tax status.

Maintain and provide grant records for accounting and audit purposes.

Maintain records for state and federal grants management accounts, ensuring that SFS and SAM.gov documents are updated. Prepare documents for those accounts on an annual basis

Create and process invoices and facilitate the donation process create invoices, process payments, and send out thank you/tax information to sponsors and donors.

Support staff in maintaining a comprehensive Master Grant file to track all relevant grant application details (category, special awards, funding approvals, interns, tax status, etc.)

The major skills necessary to perform job:

Accounting
Office Administration
Organizational
Communication

Requirements:

Valid Driver License

High School Diploma/GED-Associates degree or higher in Business Administration or related field preferred

A good understanding of non-profit business operations and federal/state accounting & grant funding regulations

A minimum of five years' experience in office and administrative positions preferred

Complete understanding of Microsoft Windows Programs including Outlook, Word and Excel

Excellent organizational and communication skills

Bookkeeping skills

Ability to work with a team as well as independently

Ability to multi-task

Shift and Salary: This is a Part-time position, Monday - Friday, \$23.00 to \$24.00 hourly; Benefits include; Paid Sick Leave and 401K/Retirement.

Flexible Schedule

Educational Opportunities

Some Remote Work Ability (after training)

To apply send your resume by email to Mandi Crisci at mcrisci@granitelp.com or at this link <https://www.indeed.com/viewjob?jk=c473497793d565cb>