

## **PARTICIPANT DIRECTED SERVICES (PDS) FISCAL OFFICER**

### **Position Overview:**

This position is a part of the Aging Services Section and is under the direction of the Executive Director and the Associate Director for Aging Services. This position plays a key role in programs implemented and administered by the Aging Services Section. This position is responsible for maintaining an effective financial management system for the PDS program.

### **Duties & Responsibilities:**

- Responsible for all aspects of payroll—payroll direct deposit/checks, payroll tax returns, W-2's and W-3, K-2's and K-3. Input timesheets and process payroll and tax deposits for Executive Director's approval, then complete direct deposit payroll.
- Prepare transfer of funds forms for the PDS account. Maintain cashbook balances for PDS. Post cash receipts.
- Calculate fringe costs.
- Responsible for maintenance and utilization of computerized financial systems, including the generation of reports (i.e., monthly financial report).
- Set up client accrued expenditures. Analyze and reconcile client accounts.
- Manage client budget spreadsheet.
- Maintain an up-to-date procedure manual of all financial processes.
- Set up new clients/hires and complete the necessary reporting for each.
- Prepares monthly billing and process accounts payable for financial intermediary, contract labor, supplies, and tax returns.
- Prepare the month-end close and year-end close to coordinate with LTADD year-end closing.
- Serve as one of the primary points of contact for all audit/monitoring questions involving PDS monies.
- Responsible for training other fiscal staff to ensure fiscal operational continuity in the event of extended absences.
- Perform other tasks as assigned by the Executive Director or Aging Services Associate Director.
- Assist the Associate Director as requested in all programmatic and administrative functions.

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### **Education & Experience:**

This position requires a Bachelor's degree from an accredited university in accounting, business administration or finance with 3 years of experience. CPA preferred. A Masters degree in Public Accountancy, Public Administration, Business Administration or Finance may be considered in lieu of CPA and 1 year of experience.

### **General Qualifications:**

- Must possess demonstrated knowledge of generally accepted accounting principles, payroll and related taxes, computerized accounting systems, grant management and administration.
- Must possess ability to make arithmetic transactions as it related to financial records.
- Must possess demonstrated computer skills in spreadsheet programs, word processing programs and flexibility and willingness to learn other programs as necessary in the effective performance of duties.
- Must possess excellent written and verbal skills.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position may require skills testing and criminal background screening.

### **Worksite:**

Generally sitting at a desk, however flexibility for travel and mobility to attend meetings is a must. May require walking, flying, or operating a vehicle. This position requires attendance of after hour meetings and overnight travel with limited notice.

### **Workplace Hazards:**

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.