

Fiscal Manager

15-20 hours per week

Pay: \$22.00 - \$25.00 per hour or DOE

Responsibilities:

- Complete bi-weekly and monthly payroll and accompanying filing
- Reconcile all Safe Harbors account bank statements
- Make bank deposits
- Timely filing and organization
- Produce financial reports as requested by executive management and accountant
- Enter and pay bills
- Allocate bills expensed to correct grant(s)

Knowledge, Abilities and Skills Requirements:

- Quickbooks proficient and experience
- Pass criminal background check

Preferred/Desired Skills:

- 2 yr experience in accounting or fiscal related fields
- Non-profit fund accounting experience and knowledge

To apply for this position please email your resume and references to mandystecher@yahoo.com