



child parent institute

building brighter futures for our children and families

Job Description

Title: Fiscal Coordinator

Job Classification: Non-exempt employee

Reports to: Fiscal Manager

Hours: 20-40 hours per week

About the Position

Essential Functions:

- **Assist with daily fiscal management:**
 - Make regular bank deposits
 - Insure current status of monthly billing in all programs
 - Maintain current accounts payable
 - Follow up on past due invoices
 - Prepare payroll for 120 employees
 - Prepare bank statements
 - Reconcile front desk deposits and credit card statement monthly
 - Research cost saving options and advise of options
 - Employee Benefit allocation and Payroll allocation
 - Routine functions of a fiscal department
 - Annual reporting requirements for vendors and ACA compliance
 - Review and upgrade fiscal systems
 - Upgrade and maintain new web based payroll systems
 - Contract billing
- **Required Knowledge, Skills and Abilities:**
 - High level of organization and communication skills
 - Experience and Accuracy with fiscal data
 - Advanced skills with Excel and Word
 - Ability to handle tasks simultaneously, in an often busy office atmosphere
 - Comfortable working with limited resources
 - Understanding and commitment to CPI mission, goals and philosophies
 - Understanding of GAAP and audit compliance

CPI formerly the California Parenting Institute
3650 Standish Ave • Santa Rosa, CA 95407 • (707)585-6108 • www.calparents.org

"Our mission is to end child abuse and strengthen the health of children, parents and families."

- **Required Experience and Training:**
- Nonprofit accounting experience
- Degree in accounting with 3 years' experience or equivalent

CPI is an equal opportunity employer. All employees must pass background check and be eligible for work in the U.S.

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