



Regional Consolidated Services

Financial Assistant

Position Overview

- Maintain technical management and assist with fiscal duties of the agency.
- Oversee accounts payables and purchasing.

Duties:

- Process accounts payable and check requisitions: Verify against PO, packing slip and vendor information, Assign GL number, enter into accounting software.
- Central purchasing and distribution of supplies.
- File all AP checks.
- Assign purchase order numbers and enter encumbrance into accounting software.
- Provide monthly open PO report to program directors and copy Finance Director.
- Assist CPA with audit.
- Assist finance director with monthly report generation and annual inventory.
- Create and maintain vendor files and update information in accounting software.
- Attend meetings, trainings, workshops, conferences, etc. as needed to enhance knowledge and skills related to this position.
- Responsible for the quote process for office supplies and agency printing.
- Reconcile accounts as needed.
- Process annual Form 1099-misc. and 1099-NEC. Submit to IRS.

Other Responsibilities:

- Other responsibilities and duties as directed.

Education Requirements:

- High school diploma plus supplemental courses in bookkeeping or accounting **REQUIRED.**
- Associate degree in accounting plus experience **PREFERRED.**

Other Requirements:

- Computer literate in Microsoft Word and Excel

RCS is an equal opportunity employer M/F. Auxiliary aids and services available upon request to individuals with disabilities. Voice #711