

Competencies:

- Maintains strict confidentiality in all aspects of business.
- Demonstrates accuracy and thoroughness; monitors own work to ensure quality; reacts well under pressure; accepts responsibility for own actions.
- Shows respect and sensitivity for cultural differences; treat people with respect; works with integrity and ethically.
- Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Exhibits sound and accurate judgement; includes appropriate people in decision-making process; adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.
- Is consistently at work on time; has reliable attendance, follows instructions, responds to management directions.
- Volunteers readily is willing to do tasks even if they fall outside of job duties, seeks increased responsibilities; asks for and offers help when needed.
- Promotes a positive work environment; organizes and manages time wisely.
- Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work.

Supervisory Responsibility:

- This position will supervise the Fiscal Assistants and the Accounting Coordinator.

Work Environment:

- Central Office
- Professional office environment
- Requires the use of standard office equipment including computers, phones, photocopiers, fax machines, and laminating machines.

Physical Demands:

- Mainly a sedentary position
- Ability to operate a computer and keyboard, printer/copier, and other office equipment.
- Ability to do lifting and carrying of not more than 30 lbs.

Position Type and Expected Hours of Work:

- Non-Exempt, Full-time (40 hours a week, 52 weeks per year)

Travel:

- Some travel is required of this position.

Required Education and Experience:

- Associate's Degree (A.A.) or equivalent from two-year college or technical school
- Supervisory Experience

Preferred Education and Experience:

- Certified CPA
- Bachelor’s Degree in Accounting, Business, Fiscal Management or a related field – must be obtained within 4 years of hire

Additional Eligibility Qualifications:

- Negative results of initial and random drug testing
- Family Care Safety Registry and fingerprint criminal background screening with acceptable results
- Valid driver’s license and access to an insured vehicle

Expectations:

- Perform duties with a focus on safety and wellness
- Adhere to agency policies and code of ethics

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Work Authorization:

- Verification of identity and authorization for employment in the United States (I9 and E-Verify)

EEO Statement:

MVCAA provides equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, disability unrelated to ability to do a job, gender identity, sexual orientation, military services, veteran status, pregnancy, childbirth, genetic information or any other characteristic protected by law.

Signatures:

Program Director _____

Human Resources Director _____

Employee: _____

Date: _____