

## Job Description

**Title:** Sr. Fiscal Analyst  
**FLSA Status:** Non-Exempt  
**Date:** \_\_\_\_\_

**Department:** Finance  
**Reports to:** Finance Compliance Manager  
**Approved:** \_\_\_\_\_

### Job Summary:

The Sr. Fiscal Analyst performs financial and administration tasks related to the day to day operation of Early Learning Coalition.

### Essential Duties and Responsibilities:

- Composes and disseminates correspondence relating to travel policies and procedures.
- Reserves via phone calls, websites, and emails regarding appropriate travel for ELC staff.
- Training staff on travel
- Help in the transition to the new travel platform
- Reconciliation of Corporate Cards
- Out of Town travel
- Running reports /Score Card process
- Assist with Special Projects as needed
- Booking flights, hotels, cars, trains, and all other travel-related activities.
- Monitors, files, and interprets travel requests submitted by ELC staff
- Receives invoices, checks request and travel/local reimbursements for payments
- Maintains accounts payable records according to department policies and procedures
- Compiles and reviews accounts payable documents and prepares document batches for processing
- Researches prices and quantity discrepancies between invoices and purchase orders
- Maintains accuracy of vendor information on MIP
- Obtains proper approval for all invoices from the senior directors/program directors as required
- Inputs in to MIP approved invoices, check requests and reimbursements
- Communicates with vendors regarding disputes, past due invoices, etc.
- Mails out signed checks as instructed and delivers internal payments
- Prepares and prints A/P reports
- Assists with printing A/P checks
- Prepares yearly disbursement for 1099 consultants
- Assists with special accounting projects as needed
- Performs related duties as required

### Skills and Abilities:

- Accountability
- Excellent interpersonal skills
- Excellent communication skills, both written and oral
- Ability to work effectively with a diverse population

### Computer Equipment and Software Requirements:

- Microsoft Office Suite

### Experience and Training:

- High-school diploma or its equivalent with 2 – 5 years of experience in the field or in a related area
- Familiar with standard concepts, practices, and procedures within a particular field

- Relies on limited experiences and judgment to plan and accomplish goals to perform a variety of tasks
- Training, education and/or experience may be substituted for certain minimum qualifications

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date