

**SOUTHEAST ARKANSAS ECONOMIC DEVELOPMENT DISTRICT
JOB DESCRIPTION**

JOB TITLE: **Fiscal Specialist**

LOCATION: **Southeast Arkansas Economic Development District, Inc.
721 S. Walnut Street, Pine Bluff, Arkansas 71601**

SUPERVISOR: **Director of Finance and Human Resources**

CLASSIFICATION: **Full Time, Non-Exempt**

DESCRIPTION:

The Fiscal Specialist shall be responsible for performing a variety of fiscal tasks that are standard support duties within the Finance Department.

RESPONSIBILITIES/DUTIES:

- Directly Reports to Director of Finance
- Maintains tracking of annual district dues invoices and deposits
- Accounts Receivable & Bank Deposits and filing
- Verifies & prepares for mailing all outgoing checks
 - Takes checks to be signed by 2 of our 6 approved signers
- Verifies Cafeteria Plan paperwork & emails reminders to staff monthly
- Windstream & Complete Computing Contact
 - Reporting and tracking employee telephone and computer issues
- SAVE Revolving Loan Program
 - Reconciles Bank Statement, Makes Deposits, Writes Checks and all reporting & audits with BKD involving the Internal Accounting for the Revolving Loan Fund (RLF) Program
- Enter Manifest for Tire Program and enters all manifest info into the ADEQ spreadsheet weekly
 - Assists with ADEQ quarterly tire reports
- Assist Director of Finance with Summer Payroll
- All purchasing of equipment & supplies for SEAEDD and the 5 WFC offices/ with P.O.
 - Approves Purchase Orders for equipment and supplies for staff
- Assist with Benefits (insurance...etc.)
 - Creates VALIC (retirement withholdings) billing
- Manages and Tracks all open invoices
- Responsible for maintaining WFC & SEAEDD Inventory.
- New hire reporting for SEAEDD, WFC staff, Summer Youth, & Work experience

SKILLS/QUALIFICATIONS:

- Required education and experience High school diploma with one year of administrative experience but preferred education and experience Associate degree with two years of related experience.
- Proficient in reading, speaking and writing the English language

- Proficient in Microsoft Office suite
- Dependable
- Able to learn quickly, and adapt to a fast-paced environment
- Excellent verbal and written communication skills
- Excellent organizational skills, multitask and prioritize work
- Proven admin or assistant experience
- Attention to detail and problem-solving skills

SPECIAL WORK CONDITIONS

Ability to operate a motor vehicle and travel in state.

Southeast Arkansas Economic Development District, Inc is an Equal Opportunity/Affirmative Action Employer.