

Regional Center of East Bay

Job Description

Position Title: Fiscal Monitor

Salary Range: \$2,112.87 - \$2,831.45 Bi-weekly
\$54,934.62 - \$73,617.70 Annual

Reports To: Controller

Location: San Leandro, CA.

Specific Duties:

Under general direction, visit community programs and conduct on-site or desk review examination of financial records in accordance with established standards and procedures. Duties include, but are not limited to:

1. Reviewing and evaluating authorizations for purchase of services to accurately forecast costs for services. Checking authorizations and verifying that authorized service is being rendered to the consumer.
2. On a random basis, verifying invoices from vendors for accuracy of rate, attendance, mileage and hours. This verification is performed for both on-going as well as one-time services.
3. Verifying cost and income documents from vendors and family members for compliance to state regulations, including coordinating tasks related to the Annual Family Program Fee, and other fees and co-payments.
4. Conduct on-site audits of vendor financial data. Assist vendors in correcting deficiencies. Reporting results of audits to the Accounting Manager and the Director, Finance and Administration.
5. Analyzing variance reports for accuracy of payments and remaining encumbrances and reporting discrepancies to the Accounting Manager and the Director, Finance and Administration.
6. Verifying current vendor rates and accuracy of rate tables. Ensuring that current rates are being used by the vendor; that current rates are accurately reflected in the system and that current rate letters and relevant documentation is in the vendor files.
7. Test and verify correctness of consumer income, expenditures, and retained funds.
8. Assist in vendor training as it relates to financial statement preparation, documentation and record retention.
9. Reviewing and approving employee requests for expense reimbursement.
10. Other duties as assigned by Supervisor.

Minimum Qualifications:

1. 3 years of increasingly responsible accounting experience, including conducting some audits and preparation of audit reports. BA degree in accounting or business administration preferred.
2. Knowledge of accounting terminology, principles, practices and procedures and computerized spreadsheet skills (i.e. EXCEL).
3. Ability to analyze data and draw sound conclusions; prepare clear and concise written reports; make cogent verbal presentations; establish and maintain cooperative and professional working relations with those being audited.
4. Automobile and valid driver's license.
5. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.