

Greater Wisconsin Agency on Aging Resources

Position Description

Position Title: Fiscal Program Assistant

Reports to: Fiscal Manager

Position Status: This is a full-time (40 hours/week), non-exempt position working standard business hours Monday through Friday between the hours of 8am – 5pm.

Position Summary:

This position works in the GWAAR Fiscal Department supporting programs in a wide variety of fiscal activities including document organization and storage within the Microsoft suite of applications that include SharePoint, Teams, Lists, Excel, and Word, as well as assist with the contract management process, providing direct technical assistance related to the requirements of the Older Americans Act, and analyzing fiscal and program data information to ensure quality data collection and accuracy of data.

Essential Job Functions:

1. Responsible for the distribution and tracking of all contracts, amendments, and agreements.
2. Responsible for the collection and review of all provider annual audit reports.
3. Assist GWAAR Fiscal Staff in the coordination of Aging Unit site reviews...primarily in the organization and tracking of incoming documents. This may include follow-up with Aging Units to make sure we receive the documentation requested.
4. Assist the GWAAR Lead Accountant in entering journal entries.
5. Assist the GWAAR Lead Accountant with Accounts Payable and Receivable processes.
6. Assist GWAAR Fiscal Staff in the collection, storage, and follow up on needed compliance check documents.
7. All Fiscal positions will learn the full scope of what GWAAR Fiscal provides to the Aging Network...this allows for a better understanding of how their role and work enhances and impacts the work of other GWAAR Fiscal Staff and our Aging Network partners.
8. GWAAR Fiscal Staff work together as a cohesive team...and this position will be expected to work collaboratively with all GWAAR Staff in a virtual and in-person team environment.
9. GWAAR Fiscal Staff will work directly with our partners in the Aging Network and those interactions will be conducted professionally and provide excellent customer service.



10. This position will assist GWAAR Staff in other duties as assigned, based on agency needs.

Qualifications:

Minimum two years of fiscal experience. Competent and skilled in the use of Microsoft programs, especially Teams, SharePoint, Lists, To Do, PowerPoint, Word, and Excel. Strong written and verbal communication skills along with some Customer Service experience. Ability to function independently without direct supervision and work within deadlines. Ability to work with a diverse population. Ability to travel occasionally by vehicle; possess a valid Wisconsin driver's license and automobile insurance.

