

# MENDOCINO COUNTY YOUTH PROJECT

776 S. State Street, Suite 107, Ukiah, CA 95482

707-463-4915 (phone) 707-463-4917 (fax)

www.mcyp.org



## Senior Fiscal Specialist I

**LOCATION:** Ukiah, California

**REPORTS TO:** Chief Financial Officer

**THE AGENCY:** The Mendocino County Youth Project's mission is to empower, guide, counsel and support children, youth, young adults and families from Mendocino County's many diverse communities to make healthy life choices, maximize potential, and become productive citizens. The agency has been in operation since 1974, providing services throughout Mendocino County. Current services include individual, group, and family therapy, rehabilitation and case management services for children and youth with mental health diagnoses, substance abuse prevention and treatment, school-based prevention and intervention services, outdoor education, crisis intervention and respite housing, a transitional housing program for homeless young adults and their children, child abuse treatment, youth advocacy, information and referral services, and peer helping programs.

### **JOB SUMMARY AND DISTINGUISHING FEATURES:**

Under the direction of the Chief Fiscal Officer, performs various fiscal accounting functions, which includes processing of accounts payable, payroll, accounts receivable, cash deposits, as well as various administrative functions in support of the agency's Behavioral Health and Prevention & Early Intervention Program(s).

#### Fiscal

**Payroll** - Process semi-monthly payroll, auditing of employee timesheets, reconciliation and tracking of employee benefits including health insurance, vacation/sick leave, ACA reporting etc.

**Accounts Payable** - Process weekly Account Payable including auditing and account coding of invoice/statements, maintenance of vendor and employee files, reconciliation of accounts including agency Petty Cash fund, etc.

**Accounts Receivable** - Prepare receipts for Accounts Receivable, process County Treasury deposits, other duties as assigned

#### Administrative

**Processing Client Referrals** - Process incoming referrals - Information gathering, eligibility verification, appointment scheduling

**Maintenance of Client Records** - Maintain confidentiality of all client information, preparation of required paperwork for opening client charts and renewing charts, filing and maintenance of client charts and Electronic Health Records

**Data entry** – comprehensive data entry, analysis and statistical reporting, other duties as assigned

### **MINIMUM QUALIFICATIONS REQUIRED:**

Knowledge of Microsoft EXCEL, ACCESS, WORD; record keeping and records management techniques, data entry and analysis. A minimum of five years of increasingly responsible experience in account systems and operations. Experience in accounts payable, accounts receivable, auditing and payroll procedures.

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## **PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:**

A bachelor's degree from an accredited college or university or an Associate's degree in business administration or accounting, or equivalent years of performing the above duties. Experience in procedures of governmental or non-profit agencies. Knowledge of Generally Accepted Accounting Practices. Experience with management of Electronic Health Records a plus.

## **LICENSE:**

Possession of a valid California Driver's License, proof of auto insurance

## **SALARY:**

Senior Fiscal Specialist I \$14.55 - \$19.15 per hour DOE

Position full time, 40 hours/week – Part Time hours considered

**BENEFITS:** Excellent health insurance plan for self and dependents with an option to purchase AFLAC and dental insurance, CALPERS retirement (no social security), disability insurance, 10 paid holidays, 18 days paid vacation, 2 "floater" days, 12 days sick leave

## **TO APPLY:**

Please submit ALL of the following documents to the Human Resource Manager, at the address above or email to [rsmellus@mcyp.org](mailto:rsmellus@mcyp.org)

1. MCYP employment application
2. Cover letter indicating why you are applying for this position
3. Resume
4. Copy of college degree(s) and additional post-graduate training and/or certifications

Application forms may be obtained at our office, by mail, e-mail, or fax.

## **MCYP IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy on request.