



## JOB DESCRIPTION

**TITLE:** Fiscal Officer

**COLLEGE/SCHOOL/DEPT:** Advancement

**REPORTS TO:** Director of Collective Impact

**FLSA:** Non-Exempt

**SALARY:** \$42,000 - \$52,000 (Grant funded through June 30, 2024)

### **Position Summary:**

This position reports to the office of Advancement to support the fiscal budgeting and process needs for effective grant and contract management, purchase order processing, quarterly reporting to external funders, monthly reporting to committee and workgroups. The committee reporting process includes timely and accurate updating of expenditures, ensuring budget expenditures are within the grant and contract guidelines, updating budget information in the workgroup files and attending monthly planning committee meetings. This position works with external funders and parties connected to the Yakima Valley Partners for Education initiative housed within the office of advancement and includes activities related to the stewardship of funders, donors, and stakeholders for the department.

### **Duties and Responsibilities:**

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, and the community we serve. Interacts effectively with a diverse group of stakeholders, funders, partners, and other community members. Learns and adheres to the operating practices and policies of Heritage University.
2. Upholds the Heritage University Mission Statement and the work of Yakima Valley Partners for Education.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Maintains spreadsheets and updates the monthly budget reports that track department expenditures, grants and contracts.
5. Monitor all expenses related to grants, follows the procurement process, produces expense reports, and other financial transactions to ensure compliance with university and granting agencies policies and procedures.
6. Organize and maintain records to respond to audits and maintain records with accuracy.
7. Co-develops the monthly and quarterly budget expenditure agenda and attends monthly meetings to report on fiscal activity. Helps orient and support workgroups to ensure expenditure processes are followed.
8. Tracks source of funding and allowable costs for expenses.
9. Assist workgroups and Yakima Valley Partners for Education committees with budget set up and planning.
10. Requests expense reports and works closely with the business office grant accountant to reconcile quarterly and annual reports.
11. Performs other functions as necessary or as assigned to support the Office of Advancement.

### **Knowledge, Skills, and Experience:**

- A bachelor's degree in accounting or business administration preferred, or experience with accounting and grant management.
- Exceptional ability to navigate and use spreadsheets, Google drives, query financial transactions, and conduct budget review and analysis.
- Knowledge of generally accepted accounting principles.

- Must have exceptional confidentiality and professionalism.
- Work well under pressure with deadlines, and ability to always communicate well with others.
- Knowledge or willingness to learn about grants and grant management.
- Customer service experience, disposition of service through in-person, email, phone, and committee work.

**BENEFIT PACKAGE:**

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 18 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program
- Additional plan are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application                      Link: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled. Position is subject to funding.

Qualified candidates may submit application material to: [HumanResources@heritage.edu](mailto:HumanResources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

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