

## **Fiscal Coordinator**

Advance Central PA is looking for a full-time team member responsible for training contracts, procurement, and expenditure analysis across various funding streams secured by Advance Central PA.

### **Essential Duties Include:**

- Provide technical assistance to subcontractors to ensure that fiscal reporting complies with the requirements of the Administrative and Financial Agreement and related contracts and other state or federal requirements.
- Process and track the region's individual training accounts, on-the-job training, and incumbent worker training contracts. This includes: reviewing training requests for eligibility and compliance with Advance Central PA policies; processing and tracking fiscal data throughout training period; sending necessary contractual documents to the training providers, employers, and subcontractors; and collaborating with the Operations team to troubleshoot issues with submitted training requests.
- Process training invoices for payment, including but not limited to reconciling reimbursement requests for on-the-job training contracts, ITAs, and incumbent worker training.
- Manage vendor relationships and contract terms to support Advance Central PA and PA CareerLink® operations.
- Procure supplies and services as needed in compliance with Advance Central PA's procurement policies.
- Create invoices for accounts receivable and enter into financial management software.
- Complete fiscal related reports for funding agencies in coordination with program and fiscal staff.

### **Qualifications:**

- Associate's Degree in accounting or related field or related experience
- 1 year of related training or experience
- Learn, understand and maintain expert knowledge of state and federal policies affecting targeted populations
- Demonstrated problem solving skills
- Excellent written and verbal communication skills
- Ability to manage a high level of accuracy when working on multiple projects
- Demonstrated, unquestioned ethics with ability to maintain a high degree of confidentiality
- Proficiency in Word and Excel and financial software
- Ability to establish and maintain cooperative and effective working relationships with various stakeholders
- Math skills, including financial management, budgetary responsibility, forecasting/projections, etc.

### **Working Conditions, Salary, and Benefits:**

Advance Central PA has a professional office environment with the majority of staff electing to work remotely.

Starting salary: \$40,141 - \$44,600

This is a full-time, non-exempt, 40 hour per week position that reports to the Finance Manager.

### **Benefits include:**

- 401(k) matching
- Health insurance
- Flexible spending account
- Life insurance
- Disability insurance
- Paid time off
- Flexible/family-centered work environment
- Work from home opportunity

**To Apply:**

Submit your cover letter, resume and a completed Advance Central PA Employment Application to [Careers@AdvanceCentralPA.org](mailto:Careers@AdvanceCentralPA.org). Please indicate "Advance Central PA- Fiscal Coordinator" in the subject line.

*Advance Central PA is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, gender, disability, veteran status, age or genetic information, sexual orientation, or any other status protected under local, state or federal law. Auxiliary aids and services are available upon request to individuals with disabilities.*

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