



Fiscal Assistant

Pay Rate: \$20–\$24 per hour (DOE)

The Fiscal Assistant will play a key role in supporting the day-to-day financial operations at Children's Fund, with a strong focus on reconciling and tracking critical fiscal activities. This position ensures accurate processing and documentation of petty cash, gift cards, deposits, and credit card transactions. The role also supports program-related fiscal tasks, including referral tracking through Omni and funder-specific reporting and invoicing. Attention to detail, reliability, and the ability to follow financial protocols are essential.

Essential Duties:

The Fiscal Assistant will work cooperatively with the staff of Children's Fund under the direction of the Fiscal Manager. Specific duties include, but are not limited to:

1. Distribute and collect petty cash by accessing the safe with a second staff member, logging distributions, collecting receipts, and preparing returns for reconciliation.
2. Maintain and reconcile petty cash logs and receipts and ensure compliance with fund usage policy.
3. Manage credit card distribution by accepting request forms, issuing the card, collecting purchase documentation, and maintaining reconciliation files for each billing cycle.
4. Reconcile monthly credit card statements by collecting and verifying receipts, updating the CC expense report, and labeling transactions by account type.
5. Track and enter gift card activity, assist with reconciliations, ensure all cards are logged accurately, and safely stored.
6. Assist the FSI Collaborative with billing, coordination, and meeting support.
7. Handle weekly deposits by preparing checks and documentation from the safe, and entering direct deposit details.
8. File check copies monthly by sorting operating and trust checks, ensuring duplicates are prepared for relevant contracts, and maintaining organized billing files for smooth reporting.
9. Prepare and log check documentation and organize for review and filing.
10. Enter ENR (Emergency Needs Referral) funding portions in Omni and update cover sheets for referrals, ensuring data accuracy, complete distribution details, and correct billing allocations by contract.
11. Support audit preparation and assist in updating fiscal and operational procedures and policies annually.
12. Make copies, scan, and file invoice backup documentation for contracts including the CAC (Children's Assessment Center) funder reports and other contracts
13. Participate in event and community engagement activities as part of organizational culture. All staff are expected to assist with events, including setup, breakdown, and on-site support for donation drives, fundraising events, and community outreach activities.
14. Maintain organized systems for tracking referrals, receipts, and contract billing documents.
15. Collaborate with Program and Administrative staff for timely referrals and distributions.
16. Other related duties or projects as assigned by the Fiscal Manager or President & CEO.
17. Maintain the confidentiality of the organization and the people we serve.

Qualifications:

- Experience in a financial, administrative, or nonprofit support role preferred.
- Strong organizational skills and attention to detail.
- Ability to follow detailed procedures and maintain accurate records.
- Proficiency in Microsoft Excel and other office software (Word, Outlook).
- Excellent communication and teamwork skills.
- Ability to handle sensitive financial data with discretion.
- Experience in dealing with matters of extreme confidentiality, consistently in a friendly and professional manner.
- High school diploma or equivalent required; some college coursework preferred.

Physical Requirements and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in a stationary position (sit or stand) two-thirds of the day or more.
- Occasional travel to various locations and events within and outside the county, and typically via automobile is required. Mobility is required to attend meetings and events.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment.
- The position occasionally bends, stoops, reaches, pushes, and pulls drawers, to retrieve and file information. Frequently moves/transport various pieces of merchandise weighing typically less than 40 pounds across the warehouse for various donation drives and event needs.
- Employees must be able to maintain regular and predictable **attendance** and **punctuality**.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Noise levels can vary, depending on programming and events. While performing this job, the employee is exposed to weather conditions prevalent at the time with respect to both indoor and outdoor environments and event. Temperature levels may include hot, cold, and mild.

Organizational Background

The Children's Fund is a 501(c)(3) non-profit organization created to serve at-risk children in San Bernardino County. Children's Fund's mission is giving our vulnerable children support, opportunity and hope by breaking destructive cycles through community partnerships.

Formed in 1986, Children's Fund has had the privilege of assisting more than 2 million at-risk children throughout San Bernardino County. This has taken place under the guidance of a volunteer board of directors comprised of innovative business and community leaders from all over Southern California with a shared commitment to impact the lives of these children and renew their hope for a vibrant future.

Equal Opportunity Employer:

Children's Fund is an Equal Opportunity Employer and values diversity. We encourage applications from all qualified individuals regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, disability, veteran status, or any other protected status.

At-Will Employment

Employment with Children's Fund is at will. Either party may end the relationship at any time, for any lawful reason or no reason, with or without notice.

How to apply

To be considered for this position, you must apply by submitting a **complete packet*** to cfoptions@childrensfund.org. Initial screening and interviews may be scheduled prior to the closing date, as qualified candidates are received.

***Complete Packet consists of the following: Cover letter, resume, and a signed Children's Fund Application. Please visit**

https://www.childrensfund.org/_files/ugd/13e013_a4f6ad071c4941618832783b6c57845d.pdf for the application.