

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 12/01/18
DATE LAST AMENDED: 12/01/18

TITLE OF POSITION: Disaster Recovery Fiscal Specialist

POSITION NUMBER: 15-12

PROGRAM: Disaster Recovery Crisis Counseling Program

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: High school graduate or equivalent. Use 10-key calculator. Basic personal computer literacy required. Knowledge of general accounting procedures.

Compliance with minimum standards for screening of mental health personnel and contained in F.S. 394.4572.

SUPERVISOR: Chief Financial Officer

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$36,400

WAGE AND HOUR STATUS: Exempt:
Non-Exempt: xx

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS WITHIN THE RECOVERY SUPPORT PROGRAM:

- Track and monitor funds, review and submit requests for program budget modifications to FEMA and CMHS.
- Work with management to ensure that funds are accessible to providers and are used for Crisis Counselling Services
- Prepare requisition for all program purchases, provide quality control, ensure mathematical and coding accuracy.
- Place orders, coordinate with purchasing for deliveries, invoice tracking and returns or credits.
- Ensure that contracts compliant with state and federal mandates, are current and invoices meet the terms of the contract before payment.
- Review with employees; Reimbursement (mileage, travel, vehicle insurance)

- Manage Purchasing Cards; Users, monthly statements, lost cards, returns and disputes. Balance monthly statements, ensure all receipts and requisitions are present.
- Review accuracy and Input vouchers to the accounting program.
- Responsible for maintaining electronic filing of all program related accounting documents.
- Compile statistical, financial, accounting or auditing reports and tables as required by the program.
- Comply with federal, state, and company policies, procedures, and regulations.
- Monthly billing to the State.
- Other duties as assigned by supervisor.

Physical & Other Requirements:

Activity	Expectation		
Standing	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

LMCNWF

Job Classification System

Speaking:

Yes

No

Hearing:

Yes

No

Reading Comprehension:

Yes

No

Repetitive motion with hands, wrists, arms
(e.g keyboard, typing, handwriting, etc.)

Yes

No

Ability to lift and carry up to 20 pounds.

Ability to handle stressful situations:

Minimal

Moderate

Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

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Date _____