



In your position at the Chippewa Valley Free Clinic, you will have an incredible opportunity to impact lives and help the most vulnerable receive the gift of health care. The patient services we provide depend on your dedication, contributions, and professionalism. Below is an overview of the tasks associated with your position. It is not all-inclusive and may change based on Clinic needs.

## **Job Description – Fiscal Manager**

Location: Eau Claire, WI

Category: Administrative / Finance

Job Type: Part-Time, Non-Exempt

Supervisor: Executive Director

### **Role & Responsibilities**

The Fiscal Manager is responsible for the daily financial operations of the Chippewa Valley Free Clinic. This includes processing all accounts payable and receivable, preparation of payroll information, generation of financial reports, creating and managing budgets, reconciling accounts, and posting financial transactions.

This position requires sound judgment with the highest level of integrity while being proactive, professional, efficient, and confidential.

This is a part-time position, averaging 15-16 hours per week. Hours are flexible but must maintain a regular schedule during regular office hours of 8:00am – 4:00pm, Monday – Thursday. (Clinic is closed on Friday.)

### **Job Responsibilities**

- Review and verify source documents such as invoices, receipts, computer printouts.
- Allocate and post financial transaction details to the general ledger.
- Reconcile and balance all accounts.
- Draw up financial statements (e.g., P&L Statements, Balance Sheets).
- Collate and analyze account data. Generate relevant financial reports.
- Maintain internal control systems.
- Manage accounts payable and accounts receivable.
- Prepare checks, online payments, bank deposits, bank transfers.
- Run biweekly payroll.
- Comply with relevant reporting requirements.
- Assist Executive Director with annual budget development.
- Prepare for, and assist with, annual financial audit.
- Maintain a complete filing system to support financial records.
- Other duties as assigned.

## **Qualifications / Experience**

- Knowledge of bookkeeping practices
- Knowledge of generally accepted accounting principles and procedures
- Knowledge of relevant regulatory requirements
- Knowledge of data management and financial data analysis (QuickBooks software)
- Bachelor's degree in accounting, finance, or business preferred
- Strong verbal and written communication skills
- Ability to work independently and within a team structure
- Strong organizational skills with the ability to prioritize
- Working knowledge of relevant software and database technology, including QuickBooks, Microsoft Office (Outlook Mail, Word, Excel spreadsheets, etc.)
- Demonstrates respect for diversity
- Awareness of psychosocial barriers that impact the lives of the uninsured
- Embraces and supports the mission of the Chippewa Valley Free Clinic