

Crisis Intervention Services seeks a part-time Fiscal Manager

Crisis Intervention Services, a small non-profit organization, located in Oskaloosa, Iowa is seeking a Fiscal Manager. This is an excellent opportunity to be a part of a fast-paced, supportive agency as we continue to grow! Our mission is to provide support, resources, and hope for a better future to persons affected by domestic abuse, sexual assault and other crisis.

Some essential duties and responsibilities include:

- Conduct fiscal operations of the agency and meet all statutory, regulatory and other financial obligations governed by state, federal and local laws
- Meet all financial obligation required by accepted grants
- Prepare and submit all monthly claim vouchers
- Provide financial reports and analysis for the Executive Director and the Board of Directors on a regular basis
- Assist with developing the annual budget and administer changes throughout the year as necessary
- Assist with the annual audit

Qualification Include:

- Relevant education to work on accrual system and with grant funders
- Excellent bookkeeping skills
- Able to travel to and attend all mandatory trainings
- Strong computer and organization skills
- Excellent oral and written communication skills
- Must be detail oriented and have a positive attitude and work well in a team-oriented environment
- Must be proficient in MS Excell and Quickbooks

Starting wage \$9.50-\$13.50 DOE

Please send or fax a resume and cover letter with references to:

Nancy Robertson  
500 High Ave W  
Oskaloosa, IA 52577  
Fax: 641-676-1997

Position will remain open until filled