



# Southern Tier Independence Center

*Access your world.*

|                       |  |                              |            |
|-----------------------|--|------------------------------|------------|
| <b>Position Title</b> | Fiscal Administrative Support Specialist | <b>HR USE ONLY</b>           |            |
| <b>Date Issued</b>    | 10/2024                                  | <b>Hour Per Week/ Status</b> | 21 hours   |
| <b>Date Revised</b>   | 03/2026                                  | <b>Hourly Rate</b>           | \$18.00    |
| <b>Reports to</b>     | Fiscal Director                          | <b>FSLA Status</b>           | Non-Exempt |
| <b>Department</b>     | Fiscal                                   | <b>Location</b>              | Broome     |

### Summary

The Fiscal Administrative Support Specialist plays an important role in both the fiscal department and the overall operations of STIC. As the first point of contact for visitors, consumers, and employees, ensuring a welcoming and professional experience while also handling essential administrative tasks. Helping maintain smooth day-to-day operations, contributing to the fiscal integrity of the organization and the efficiency of its office functions, while supporting STIC’s broader mission and operational goals.

### Education and Experience

1. Associate’s Degree in clerical or administrative field; and
2. Two years of experience in a clerical or administrative position, or
3. An equivalent combination of education and experience.

### Knowledge, Skills, and Abilities

1. Competency in using basic office equipment (e.g., phone systems, copiers, etc.).
2. Experience with basic fiscal tasks, such as data entry, invoice processing, or handling payments, preferred.
3. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
4. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
5. Ability to communicate effectively, both verbally and in writing.
6. Demonstrate professional work habits including dependability, time management, independence and responsibility.
7. Knowledge of ethical and professional responsibilities and boundaries.
8. Excellent attention to detail and organizational skills.
9. Ability to multi-task and work effectively in both a team and individual setting.
10. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.

### Essential Job Functions

1. Provide administrative support to STIC’s fiscal department, including scanning and organizing financial documentation and similar tasks.
2. Record and log incoming checks and ACH payments into the receipt book on a daily basis, ensuring accuracy and timeliness.
3. Answer and route incoming calls using a multi-line phone system, ensuring efficient communication and customer service.
4. Greet and assist visitors, consumers, and employees, addressing inquiries in a courteous and professional manner and providing information as needed.

5. Manage and coordinate office documentation, including sorting and distributing incoming and outgoing mail, packages, and deliveries.
6. Maintain accurate and up-to-date records in STIC's consumer database through data entry, verification, and ongoing monitoring of data integrity; identify and correct discrepancies as needed.
7. Coordinate and schedule meetings, appointments, and conference room reservations as needed to support office operations.
8. Coordinate and oversee the preparation and distribution of bulk mailings.
9. Maintain the reception area to ensure it remains clean, organized, and welcoming to all guests and staff.
10. Provide back-up coverage for other front desk staff.
11. Provide general clerical and administrative support to the organization and assist STIC programs and departments as needed.
12. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
13. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
14. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.

**Physical Requirements/Working Conditions**

- Ability to sit/stand throughout day to accomplish job.
- Ability to reach above shoulder level.
- Ability to turn/twist upper body.
- Ability to lift 15 pounds.
- Ability to enter data, notes, and other documentation into a computer.

*Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.*

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.*

**I have read and understand the responsibilities outlined in this job description.**

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_