



## **We're Hiring for a Fiscal Specialist!**

Catalyst Domestic Violence Services is seeking an experienced and motivated candidate to fill a Fiscal Specialist position at our Chico Business Office. This position is responsible for performing several bookkeeping and fiscal/administrative tasks in support of our mission to reduce intimate partner violence in Butte County.

Catalyst uses trauma-informed approaches and empowerment models to support people being victimized by intimate partner violence. We are looking for candidates who value collaboration and teamwork and who value the diversity of the human experience.

**This position will be 36 hours per week with an hourly rate of \$19 and a \$1/hour bilingual incentive. This position is eligible for dental, vision, and medical benefits. This position is based at Catalyst's Chico Business Office.**

Candidates must be available for a post-employment training to be held January 3, 2023 – January 19, 2023, Tuesdays-Thursdays 10:00 AM – 4:30 PM in-person.

If interested in joining our team, provide a cover letter and resume one of the following ways:

**IF BY MAIL:** Catalyst, Attn: Eric Ruben, PO Box 4184, Chico CA, 95927

**IF IN PERSON:** Submit a sealed envelope with your resume and cover letter and label it "Attn: Eric Ruben" at 330 Wall St. Suite 50, Chico CA, 95928

**IF BY EMAIL:** [hiring@catalystdvservices.org](mailto:hiring@catalystdvservices.org) with the subject line: "Fiscal Coordinator"

For any questions, please contact Eric Ruben at 530-343-7711.

**This position is open until filled. This position has an anticipated start date of January 3, 2023.**

### **EQUAL OPPORTUNITY EMPLOYER**

*It is the policy of Catalyst Domestic Violence Services to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition (as defined by California Government Code section 12929), gender identity or sexual orientation.*



POSITION: Fiscal Specialist

RESPONSIBLE TO: Administrative Director

JOB SUMMARY: Performs fiscal and accounting functions

#### RESPONSIBILITIES

- Demonstrate commitment to the agency's mission and values;
- Actively engage in the development and implementation of the agency strategic plan;
- Direct participant services, including but not limited to: crisis intervention (phone/drop-in), resource & referral, emergency transportation, shelter assessment and welcoming process;
- Perform the following fiscal functions:
  - Processing biweekly payroll including verifying timesheet accuracy;
  - Entering bills/invoices into accounting software for payment;
  - Running A/P checks and Paychecks (both physical and Direct deposit);
  - Assist in preparation of grant claims and related A/R functions;
  - Filing payroll, grant A/R, and A/P;
- Maintain current knowledge of state and federal domestic violence legislation;
- Attend regularly scheduled staff meetings;
- Attend in-service training per policy;
- Other duties as assigned;

#### QUALIFICATIONS:

- Related work or lived experience or a Bachelor's degree in business or public/nonprofit administration (accounting preferred);
- Demonstrated competence in clerical/fiscal tasks;
- Working knowledge of current legal procedures and issues preferred;
- Competent in computer programs (especially Excel and QuickBooks) and general office equipment;
- Demonstrated ability to multi-task, work independently, and as part of a team;
- Excellent communication and organizational skills;
- Demonstrated ability to cope effectively in crisis;
- Completion of mandated 40-hour training (post-employment);
- Ability to pass DOJ background check and *DMV record check (proposed)*;
- Reliable transportation, valid driver's license and auto insurance; willingness and ability to maintain a safe vehicle and driving status to use for job duties.

#### COMPENSATION:

- This is a 36 hours per week position;
- \$19.00 per hour;

- Bilingual Incentive \$1.00 per hour;
- Catalyst staff members who work 30 hours or more are eligible for dental, vision, and medical benefits as per current personnel policies.
- Travel reimbursement as per current personnel policies.