



**Job Description – Fiscal Assistant**  
**Hired By: Executive Director**  
**Reports to: Fiscal Director**  
**Non-Exempt; Part-time Position (max 30 hours per week)**  
**Home Location: Galena, IL**

**General Role Description:**

The Fiscal Assistant is responsible for providing financial and administrative support through report preparation, record keeping, data entry, budget assistance and financial analysis.

**Duties and Responsibilities:**

- Assist in maintaining accurate financial records, including general ledger entries, reconciliations and financial statements
- Process Accounts Payable & Accounts Receivable transactions
- Assist in the preparation of monthly, quarterly and annual financial reports
- Support in the preparation of budgets
- Assist with internal and external audits by providing necessary documentation
- Complete administrative tasks to support Fiscal Director as needed
- Assist with phone/office coverage
- Maintain an organized workspace at all times
- Other duties as assigned

**General Requirements:**

- Associate's Degree preferred or demonstrated training and experience in accounting
- Proficient computer skills including Microsoft programs, QuickBooks experience preferred
- Excellent organizational skills along with deadline-oriented focus and success
- Completion of 64-hour training in sexual assault and domestic violence required
- Commitment to the philosophy of Riverview Center of creating a society free from violence

**Work Environment:**

When applicable and appropriate, consideration will be given to reasonable accommodations.

- Mental: Clear and conceptual thinking ability; excellent judgment and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines.
- Physical: Computer keyboarding, travel as required
- Auditory/Visual: Hearing, vision and talking

Hourly wage range - \$19 to \$21

Please send a resume and cover letter to:

Amy Larsen, HR Director  
[amyl@riverviewcenter.org](mailto:amyl@riverviewcenter.org)

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