



## Fiscal Specialist

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**Position Summary:** The Fiscal Specialist will assist in all operational functions of the Senior Services Division. The duties include, but are not limited to, budgeting, cost reporting, cash requests, requests for proposals, contracting, audit preparation, and verifying staff timesheets and expense reports. The Fiscal Specialist will ensure that all transactions adhere to Federal and State regulations.

**Skills:** Need intermediate to advanced skills in Microsoft Excel, Word, and a general understanding of accounting software. Good written and verbal communication skills and strong attention to detail. Ability to work independently, take initiative, set priorities, and see projects through to completion.

**Salary Range:** \$37,000 - \$40,000

**Send Resume To Laurie Hyde:** [lhyde@smpdd.com](mailto:lhyde@smpdd.com)