

Order Number:

NY1633714

Date Job Order Received:

05/18/2026

Number of Openings:

1

Company Name:

Lewis County Opportunities Inc

Job Title:

Fiscal Coordinator

Minimum Experience Required:

No experience requirement provided.

Job Description:

Lewis County Opportunities, Inc. is seeking applications for a Fiscal Coordinator. This is a Full Time, non-exempt position of 35 hours/week. Essential Job Functions: The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below, and essential functions may change. 1.Accounts Payable/Receivable: Processes accounts payable and accounts receivable, processes paperwork for payment, prepares mailings, and receives/reconciles vendor statements. Assists with year-end 1099 & 1098 documentation. Prepares bank deposits. Payroll duties: Enters and verifies payroll changes and timesheets. Processes payroll, payroll liabilities, and federal/state tax deposits. Assists with year-end W-2 & W-3 documentation. Administrative: Prepares vehicle and copier reports, reconciles petty cash, and enters cash receipts. Prepares monthly journal entries in accounting system, and posts to appropriate period. Compiles and enters information into accounting system to allocate joint costs to programs, and posts to the appropriate period. Assists with monthly and quarterly fiscal cost reports. As delegated, assists Program Managers in day-to-day financial management of their programs and development of program budget proposals. As delegated, assists in the preparation and submission of contract fiscal reporting requirements. Assists to ensure that all statutory, regulatory, or other financial requirements of multiple funded grants are met, and generally accepted principles of accounting are applied that meet the funding agency's financial policy standards and grant conditions. Consistently demonstrates a commitment to Opportunities mission, objectives, and outcomes, and adheres to all agency program policies/procedures. 1. Required Knowledge, Skills and Abilities: Knowledge of agency Programs, community services, accounting, Uniformed Grant Guidance, and administration. Travel as necessary to attend meetings, conferences, and training relevant to the job. Communicate effectively and accurately carry out oral and written instructions. 2. Acceptable Experience and Training: Possess a High School diploma or equivalent with a preference of relevant college coursework or experience directly related to the job requirements. Experience with Microsoft Word and Excel preferred. Application deadline is June 1st.

Job Location:

Lowville, New York 13367

Pay:

\$16.00 - \$25.26 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays,
Retirement/Pension

Hours per Week:

35

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Class: Class D (Operator)

Endorsements:

How to Apply:

To apply, contact the employer by: E-Mail, Fax, Internet, Mail or In Person

Mathys, Scott

Lewis County Opportunities Inc

8265 State Rt. 812

Lowville, New York 13367

Fax: Mathys, Scott (315) 376-8421

Email: smathys@lcopps.org

Web-site: <https://www.lewiscountyopportunities.com/career-opportunities>