

**MOHAWK VALLEY COMMUNITY ACTION AGENCY, INC.  
JOB DESCRIPTION**

**ADMINISTRATION DIVISION  
FISCAL DIRECTOR**

**Reports to:** Executive Director  
**Department:** Fiscal  
**Classification:** E-8  
**Date:** October 2013

Previous Revision: January 2002

**JOB FUNCTION:**

Directs the financial affairs of the agency and prepares financial analyses of operations. The Fiscal Director is responsible for the agency's financial plans and policies, its accounting practices, compliance with OMB circulars, the maintenance of its fiscal records, and the preparation of financial reports. The position involves the supervision over the Fiscal Department.

**ESSENTIAL FUNCTIONS:**

- Plan, develop, organize, implement, direct and evaluate the agency's fiscal function and performance.
- Participate in the development of the agency's plans and programs as a strategic partner.
- Keeps the Executive Director informed of division performance and provides advice on all financial matters.
- Direct and supervise personnel within the Fiscal department.
- Enhance and/or develop, and implement policies and procedures of the agency by way of systems that will improve the overall operation and effectiveness of the corporation.
- Prepares year end financial Statements in accordance with Generally Accepted Accounting Principles and any applicable Office of Management and Budget Circulars.
- Develop agency wide budget and assist in the preparation of program budgets and continually improve the budgeting process through education of Division Directors on financial issues impacting their budgets.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
- Furnishes internal reports, revises reports to be more useful and efficient, and furnishes external reports as necessary.
- Evaluates and recommends insurance coverage for protection against property losses and potential liabilities.
- Be an advisor from the financial perspective on any contracts or real estate transactions into which the agency may enter.
- Keeps an open line of communication with all program fiscal contacts at the Federal, State or local level.
- Promote the agency by communicating its philosophy, mission, and services to staff, families and the community and supporting staff to do the same.
- Support the members of the governing body, policy council and advisory committees in making informed decisions about program plans by providing accurate and timely information about the program requirements (when necessary).
- Serve as a role model to staff and families by following and exhibiting sound practices (e.g. communicating positively and understand and accepting cultural differences).
- Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes and timelines, and using conflict resolution skills when necessary.
- Assist in expanding the program's funding base by staying informed of state, local, and foundation funding opportunities, participate in the development for funding application, and tapping new sources of non-federal share.

**MVCAA, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

**ADDITIONAL RESPONSIBILITIES:**

- Perform other duties as requested by the Executive Director.

**QUALIFICATIONS:**

- Bachelor of Science Degree (B.S.) in Accounting; or ten to fifteen years experience in non-profit accounting and/or training; or equivalent combination of education and experience.
- High energy level, comfortable performing multifaceted projects in conjunction with normal activities.
- Strong analytical and reasoning abilities.
- Superior numeric skills.
- Well organized.
- Participative management style-advocates team concept.
- Well developed interpersonal skills. Ability to get along well with diverse personalities-tactful-mature-flexible.
- Excellent communication skills, written and verbal.