

NEICAC Job Description

Job Title: Finance Director
Department: Indirect
Reports To: Executive Director
FLSA Status: Exempt
Prepared By: Executive Director/Human Resources
Prepared Date: March 2018
Approved By: Personal Committee/Board of Directors
Approved Date:

SUMMARY

Responsible for and directs all functions of the financial operations of the agency. Maintain and manage the organization's fiscal system and resources. Responsible for the oversight of the agency financial records, reports, program budgets and fiscal staff. Develop and implement effective administration of all fiscal policies and procedures, in conjunction with the Board/Executive Director (ED), acts as final authority in financial decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

AGENCY RELATED

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide trainings
- Must travel extensively within service area and occasionally out of service area
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential.

DEPARTMENT SPECIFIC

- Responsible for all agency financial operations including receipt, withdrawal and disbursement of funds
- Coordinate and direct activities within fiscal department toward attainment of goals and objectives and establish processes to ensure agency financial stability
- Develop the annual agency operating budget and any necessary budget revisions
- Work closely with outside CPA firm on annual audit, responsible for the coordination and preparation of financial records for the audit
- Responsible for and ensure maintenance of accounting records and preparation of financial statements and reports
- Responsible for accurate and timely posting of all journals and ledgers. Maintain separate accounting records for each program/grant for agency
- Authorize all expenditures/disbursements in accordance with Board Policy
- Maintain all agency bank accounts and monitor agency cash flow
- Ensure that all transactions are properly recorded in the appropriate accounts and are properly verifiable by reference to supporting documents
- Prepare and submit the indirect cost proposal

- Approve and maintain controls in the cost allocation system
- Oversee timely submission of all federal and state payroll taxes, benefit premiums, retirement contributions and worker's compensation premiums
- Responsible for agency inventory, asset management process and records
- Monitor and refine agency's system of internal controls to safeguard agency assets
- Oversee all corporate insurance coverages
- Ensure completion of funding source financial and compliance reports
- Review and retain leases, contracts and RFP's
- Monitor year end program closings to ensure program compliance for expenditure of funds
- Oversee the operations, maintenance and backup of the fund accounting financial software system
- Maintain fiscal procedures manual for the agency with assistance from fiscal staff
- Prepare request for proposals, and perform bid solicitations for auditing services and agency insurance coverages
- Responsible for ensuring compliance with OMB circulars, state and federal grant requirements along with agency policies and record retention procedure
- Maintain familiarity with grant/program conditions relating to financial compliance and reporting
- Assist Program Directors with the preparation of their program budgets and regularly meet regarding monthly expenses
- Prepare and conduct performance evaluations for subordinate staff as required by NEICAC; provide necessary coaching to staff
- Attend monthly NEICAC staff meetings
- Research staff wage/salary impacts on program budgets and maintain exempt and non-exempt salary scales
- Prepare financial/budget reports for Board of Directors, Executive Director and Program Directors
- Attend monthly Board of Director and other Board Committee meetings, present appropriate financial information and record Board minutes
- Report to and offer guidance to the Executive Director on all matters affecting financial operations
- Research and consult with Executive Director on investment of excess cash
- Assist the Executive Director in agency strategic planning, leveraging funding and development of new programs and policies for agency growth

SUPERVISORY RESPONSIBILITIES

Directly supervises Comptroller and Fiscal staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Accounting or Finance and 5-7 years of related experience required. CPA, non-profit accounting and supervisory experience strongly preferred. Have thorough knowledge of generally acceptable accounting principles and financial standards and procedures. Must have excellent computer skills, including MS Office Suite and knowledge of accounting software. Be highly organized with excellent time management skills. Exhibit interpersonal skills, which foster the development and maintenance of good working relationships with program monitors, other agencies, clients and co-workers.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write articles/correspondence that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license and carry NEICAC levels of automobile insurance and satisfactorily complete a criminal records check. Must also be bondable.

Must begin the Certified Community Action Professional (CCAP) process within five years of hire. A training plan or schedule for this is to be submitted by the second year of employment. Updating and maintaining the CCAP certification is also required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by *Northeast Iowa Community Action Corporation* on an "at will" basis.

Signature _____ Date _____
Employee

Print Name _____