



JOB ANNOUNCEMENT

Job Title: Chief Fiscal Officer

Status: Full Time

Position Overview: The Chief Fiscal Officer (CFO) provides both operational and programmatic support to the agency. The CFO reports directly to the Executive Director. The CFO is responsible for supervision and day to day operations of the Fiscal Department, including, strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and securing of new funding.

General Responsibilities:

- Actively manages the day to day accounting and financial operations of the agency
- Prepares, analyzes and presents monthly financial reports for the agency, its programs and activities
- Oversee and reviews the preparation of all program financial reporting required for all funding sources
- Assist is performing all task necessary to achieve the agency's mission in accordance with federal and state regulations
- Assist the Executive Director and Program Manager in the development of program and component budgets

Professional Qualifications:

- Bachelor's Degree in Accounting, Business, Fiscal Management, or related field
- Thorough knowledge of the principles of financial management, according to GAAP principles and audit standards
- Minimum experience(3 years preferred) in not for profit/fund accounting for a multi-funded agency- experience in state and federal grant monitoring and reporting, and experience in full cycle accounting
- Work history of progressive responsible business management and staff supervision

Salary: Competitive salary offered for qualified candidate

To apply, please submit:

- Employment Application(see email below for application)
- Current Resume
- Letter of Interest with salary requirements

Community Action Agency of TCRCC
Attn: H.R. Department (CFO Position)
P. O. Box 278
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Talladega, AL 35160
256.362.6611/ skeith@caatcrcc.org

Closing Date: February 3, 2020