

**Macon-Russell Community Action Agency, Inc.**  
**Position Announcement: Chief Fiscal Officer**

The Board of Directors of the Macon-Russell Community Action Agency (MRCAA) is seeking a Chief Fiscal Officer with a proven history in all aspects of financial accounting, budgeting and fiscal management. The agency serves low to moderate income individuals and families in two primarily rural counties in south central Alabama near the Georgia State line. The administrative offices are located in historic Macon County, home of Tuskegee University. The MRCAA has a 51-year history of commitment, innovation and excellence in helping people achieve economic stability.

**Overview of Position and Qualifications**

**Position:** Chief Fiscal Officer  
**Position Status:** Chief Fiscal Officer is a full-time, salaried, exempt position  
**Reports to:** Executive Director  
**Final Application Date:**

The Chief Fiscal Officer directs and manages all aspects of financial accounting, budgeting and fiscal management of the agency including property management. Responsible for budget preparation and revisions, coordinating the allocation of funds, maintenance of financial accounting and payroll records, maintenance of employee benefit plans, purchasing, and other financial matters. Supervises all fiscal staff. The Fiscal Officer meets the agency's requirements for compliance with rules, policies and procedures.

The position works under the direct supervision of the Executive Director. In the absence of the Executive Director, the position serves as Acting Director for the agency.

**Essential Duties and Responsibilities**

- Oversee all aspects of accounting functions for the organization.
- Maintain accounting and financial records of the organization in compliance with all applicable laws and regulations. Ensure compliance with Generally Accepted Accounting Principles (GAAP).
- Oversee and manage preparation of the payroll including payroll tax returns, W-2's and payroll checks.
- Oversee and manage all accounts payable functions.
- Provide the Board of Directors with up-to-date record of funds available for obligations.
- Prepare departmental budget information including actual to budget comparisons on a monthly basis. Works with program managers and coordinators to review budget analysis and variances.
- Oversee and distribute financial information of the organization. Prepare internal, external and statistical reports in a timely manner.
- Insure all financial reports are submitted in a timely manner to all funding sources.
- Assist with applications for funding and preparation of budget.
- Maintain accountability of equipment and insure accurate records of all agency property.
- Maintain all personnel records in the agency.

- Performs other duties and responsibilities as assigned by the Executive Director.

**Minimum 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 Experience:**

- ◆ Possession of a Bachelor's degree in Accounting, Business, Fiscal Management, or closely related field required.
- ◆ 3 - 5 years' experience in fiscal management with experience in developing budgets. Not for profit/grant fund accounting experience required. Proficient in writing, speaking and budgeting.
- ◆ 10 -15 years for fiscal management experience in non-profit/grant funding accounting experience required (required without a degree)

➤ **Required Knowledge and Abilities:**

- ◆ Thorough knowledge of Generally Accepted Accounting Procedures (GAAP). Preference will be given to not-for-profit accounting knowledge and/or experience.
- ◆ Knowledge/experience in accounts payable, payroll, inventory and property management.
- ◆ Knowledge/experience of computerized accounting system as well as knowledge of Excel, Microsoft Word and Access.
- ◆ Strong data entry skills.
- ◆ Knowledge of modern office equipment including calculator, PC's, facsimile and copiers.
- ◆ Willingness to learn federal guidelines, policies and procedures.
- ◆ Ability to follow established procedures in creation and maintenance of accounting records.
- ◆ Must be capable of being bonded.

➤ **Certificates, Licenses, Registrations:**

- ◆ Valid Driver's License with liability insurance is required.
- ◆ Serviceable automobile.

➤ **Language Skills:**

- ◆ Ability to communicate to diverse populations.
- ◆ Ability to effectively present information and respond to questions from groups of program participants, visitors, vendors, employees, etc.
- ◆ Ability to provide written reports to Executive Director, other departments at CSP, State level departments, and community groups.
- ◆ Ability to communicate in large and small group settings.

➤ **Mathematical Skills:**

- ◆ Ability to analyze and interpret data and financial reports from various funding sources.
- ◆ Ability to apply fractions, percentages, ratios, and proportions to practical situations.
- ◆ Ability to calculate interest rates and mortgage rates, with proper training.

➤ **Reasoning Ability:**

- ◆ Ability to interpret an extensive variety of technical instructions in mathematical form.

- ◆ Ability to define problems and draw valid conclusions.
- ◆ Ability to critically analyze ever-changing work situations.

➤ **Other Skills and Abilities:**

- ◆ Must be able to work independently.
- ◆ Must be reliable, punctual, and trustworthy.
- ◆ Must be detail oriented and organized.
- ◆ Ability to develop effective working relationships with staff members.
- ◆ Ability to communicate clearly and concisely to staff and participants.
- ◆ Ability to work with members of diverse populations.
- ◆ Capable of handling multiple tasks with time constraints.
- ◆ Ability to meet deadlines and follow through consistently.
- ◆ Regular and predictable attendance.