



Job Class: Fiscal Director
Department: Finance
Supervisor: Executive Director
FLSA Status: Exempt
Revision Date: April 2019
Prepared by: Bi-County Community Action Programs, Inc.

**Job Summary:**

Incumbent serves as the chief financial officer for the Agency, providing financial planning and advice on accounting practices to the Executive Director and/or the Board of Directors. Interprets complex fiscal rules and reporting requirements, establishes sound cost allocation methods and formulas for multiple programs. Determines appropriate use of funds, assesses fiscal impact of program changes and recommends methods to maximize resources and invest funds. Performs duties personally or through subordinate staff to provide for the accurate and timely reporting necessary to secure funding and provide data necessary for sound Agency decision making.

**Scope of Responsibility:**

The Fiscal Director is responsible for the establishment, implementation and efficient operation of all accounting and financial systems for an approximate \$ million non-profit agency. Responsible for advanced troubleshooting and analysis, establishing functional policies and making tactical decisions within overall strategic direction. Directly supervises Fiscal staff.

**Essential Duties and Responsibilities:**

- 1 Directs fiscal staff and program management in accordance with agency policies, grantor requirements, approved budgets, and federal and state laws, rules, and regulations.
  - 1.1 Oversees procedures, internal control measures and computer application systems necessary to maintain proper records and to afford adequate accounting controls and services;
    - 1.1.1 Administers agency wide financial systems;
    - 1.1.2 Assists in assessments and provides recommendations for the procurement of hardware and software;
    - 1.1.3 Responsible for purchases within established policy and regulations.
  - 1.2 Responsible for overseeing and analyzing ongoing financial policies, procedures and activity to ensure efficient and effective operations. Recommends change as appropriate;
    - 1.2.1 Oversees the timely requisition and disbursement of funds in accordance with approved policies, laws, regulations, and grantor requirements;
    - 1.2.2 Ensures accuracy of general ledger activities, processing of receipts and expenditures, and all payroll activities;
    - 1.2.3 Analyzes funding proposals and coordinates fund disbursements and other financial transactions for all agency funds;
    - 1.2.4 Forecasts, monitors and advises on the financial condition of the Agency, ensuring adequate funds are available to meet monthly expenditures;
    - 1.2.5 Coordinate fiscal activities between departments;

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- 1.3 Analyzes operational issues impacting functional groups and the whole institution, and determines their financial impact;
    - 1.3.1 Analyzes agency costs of providing services;
    - 1.3.2 Provides the information necessary to determine whether or not contracts for services are cost effective;
    - 1.3.3 Participates in contract negotiations and recommend rates for purchased services.
  - 1.4 Provides financial analysis and recommendations for the development and implementation of long and short range plans.
- 2 Carries out supervisory responsibilities over staff working in complex and diverse areas of accounting and collections, and in accordance with the organization's policies and applicable laws.
- 2.1 Interviews candidates and provides recommendations to the Executive Director for the hiring of employees;
  - 2.2 Sets goals and objectives for others to work towards and monitors performance;
  - 2.3 Administers the performance management process including dissemination of appropriate forms, communication of review dates and advising managers of appropriate means of sound documentation to ensure consistency;
  - 2.4 Conducts ongoing feedback, coaching, mentoring, and timely formal reviews of performance for assigned employees;
  - 2.5 Provides training and work direction, ensuring the employee knows and follows department and BI-CAP rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
  - 2.6 Assesses staff development needs and directs the provision of staff training.
- 3 Responsible for administrative and reporting functions necessary for ongoing agency operations.
- 3.1 Delivers accurate and timely monthly, annual and ad hoc financial reporting, issues periodic reports on financial stability, liquidity, and growth;
  - 3.2 Directs and coordinates the establishment of budgets for each program;
  - 3.3 Collaborates with program managers to assure accurate and timely preparation and reporting on budgets, fiscal activity, and client data;
  - 3.4 Ensures accurate and timely submission of fiscal reports to secure program funding from governmental and nongovernmental funders, and for grant contractual requirements / compliance and reporting;
  - 3.5 Serves as Records Retention Manager, ensuring records are properly retained and disposed of in an appropriate and timely manner in accordance with laws, rules, and regulations;
  - 3.6 Assists in Audit functions as appropriate;
    - 3.6.1 Prepares Request for Proposals (RFPs) for audit services;
    - 3.6.2 Reviews proposals and recommends contract award;
    - 3.6.3 Provide audit team with records requested, and financial schedules and statements as appropriate;
    - 3.6.4 Recommends corrective action for audit findings.
  - 3.7 Prepares and manages an approximate \$7.5 Million Local Agency Budget;
  - 3.8 Allocates financial resources and costs to approximately 60 program areas based on program review, analysis, estimation of need, trends, and diverse grant requirements;
  - 3.9 Responsible for the proper purchase, accounting, and asset management of software, furniture, equipment, and real estate (land and buildings).

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- 4 Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
  - 4.1 Frequently interacts to provide detailed procedural explanations or technical responses;
  - 4.2 Communicates with others in the department to provide information relating to work assignments and progress of work or to convey information about conditions or work related needs;
  - 4.3 Regularly interacts across departments to exchange information as requested or as necessary to perform job duties and to achieve work-related objectives;
  - 4.4 Effectively negotiates with vendors or across departments in order to achieve work related objectives;
  - 4.5 Maintains relationships that are key to the function of BI-CAP as an organization;
  - 4.6 Serves a principal role in guiding or executing communications and establishing working relationships that affect the overall organization work environment;
  - 4.7 Keeps immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to his/her attention so that prompt corrective action can be taken where appropriate;
  - 4.8 Adheres to agency's policies concerning data privacy.
  
- 5 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
  - 5.1 Knows and follows department and BI-CAP rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
  - 5.2 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work003B
  - 5.3 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.
  
- 6 Performs other duties and activities as assigned.

### **Minimum Qualifications:**

A Bachelor of Science Degree in Accounting, Business, Fiscal Management, or equivalent is required and a CPA qualification is preferred. Education and work experience should have provided extensive knowledge of fund accounting, cost allocation, indirect cost rate, contracting for services, and reporting for multiple programs being operated under diverse and complex rules and regulations. Proven supervisory experience working with staff involved in diverse and varied areas of accounting is necessary. Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity.

### **Knowledge, skills and abilities include:**

- Ability to read, analyze, and interpret financial reports, regulations and legal documents;
- Ability to synthesize complex or diverse information, define problems, collect data, establish facts, and draw valid conclusions;
- Ability to work within approved budget, develop and implement cost saving measures, and conserve organizational resources;
- Ability to develop strategies to achieve organizational goals, while adapting strategies to changing conditions;
- Demonstrates attention to detail, accuracy and thoroughness;
- Effectively presents numerical data, writes clearly and informatively, and varies writing style to meet audience needs;
- Understands business implications of decisions and aligns work with strategic goals;

- Reacts well under pressure.
- Ability to supervise personnel in a manner conducive to efficient performance and high morale;
- Ability to establish and maintain effective working relationship with others;
- Must be unbiased toward low-income families and other racial and ethnic groups, and must have an appreciation of cultural diversity and differing values.

### **Physical Demands & Working Conditions:**

Most work is performed in an office environment. Position requires frequent sitting, occasional lifting, bending, twisting, kneeling and standing. The position also requires the ability to frequently lift 10 lbs and up to 50 lbs. on occasion. Occasional driving is required to attend meetings that may be located out of the service area and include an overnight stay.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director retains the discretion to add duties or change the duties of this position at any time.