

COMMUNITY ACTION AGENCY OF SOUTH ALABAMA JOB DESCRIPTION

Finance Director

Reports to: Chief Executive Officer FLSA Status: Exempt

SUMMARY:

The Finance Director will direct all of the organization's accounting functions. Develops and maintains planning and budgeting functions, analyzes and interprets fiscal trends and purposes, financial management reports and procedures and assures that funds for all programs are managed properly. Responsible for aligned oversight over assuring that the Head Start budget is reconciled monthly, making adjustments as needed, guaranteeing that there are no over expenditures in any category.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and/or supervises the preparation of the agency's annual budget and revisions thereto.
- Arranges for financial and performance audit of records and programs that are operated by or under the sponsorship of the agency.
- Works with the Child Development Director to assure monthly reconciliation of the Head Start budget, and assures adjustments are made as necessary, and that no line item is overspent.
- Ensures that the agency's bank accounts and records of financial transactions are reconciled on a monthly basis.
- Supervises the agency's purchasing activities ensuring that items and quantities of items purchased have been provided for in the approved budget and that such purchases are made in accordance with laws or other regulatory guides.
- Makes provisions for accurately accounting for agency-owned equipment, ensuring that such effort is coordinated with designated staff.
- Reviews all contracts and maintains files on all contracts to ensure compliance with stipulated financial requirements.
- Responsible for every aspect of the spending of funds received in the Agency.
- Screens all checks and cash instruments for accuracy prior to approval for disbursement of funds.
- Responsible for all procurement of vendors, bids proposals and assure that all guidelines, Federal, State, or local are maintained at all times.

- Supervises all tax reports and other related documentation that is required of the agency.
- Supervises the preparation of financial progress reports and conducts statistical analysis as directed.
- Be knowledgeable of, and must assure that, the procurement policies of the agency, which are written in accordance to funding guidelines are followed accordingly.
- Prepares reports for the Chief Executive Officer of all administrative expenses incurred, such as salaries, FICA, SUI, mileage, postage, Xerox copies and other expenses connected with the programs.
- Must be knowledgeable, and will be responsible for maintaining implementation of funding sources and Agency financial guidelines.
- Responsible for knowledge of the Head Start Program Performance Standards.
- Must be capable of conducting financial and budget analysis.
- Must have the ability to express self and communicate with counterpart staff in other agencies.
- Must be familiar with the principles of financial management, budgets, inventory control, and general fiscal controls.
- Responsible for the development and implementation of an accounting management system that will include monitoring budget expenditures and budget revisions, property procurement and inventory control; participates in the audit entrance and exit interviews; works to resolve audit exceptions and management recommendations.
- Responsible for assuring Head Start Performance Standards, DHR Minimum Standards and/or all pertinent program guidelines are adhered to at all times.
- Responsible for adhering to the Code of Ethics and Standards of Conduct.
- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Respect rights and privacy of other staff.
- Attend mandated trainings, meetings, and staff development opportunities.
- Works as a team member with all involved and maintains positive work ethic.
- Perform routines with honesty, reliability, and punctuality.

- Duties may be changed at the discretion of Management.

QUALIFICATIONS:

- Must have a minimum of a bachelor's degree in accounting, business, fiscal management or a related field.
- Skills to design, implement, and maintain accounting systems; use micro and mainframe computers at a skilled level; carry out complex projects independently; analyze and interpret financial records and reports; apply pertinent laws and regulations; maintain cooperative work relationships; ability to coordinate and/or conduct training sessions; administrative/supervisory experience.
- Knowledge of principles and methods of Alabama school of accounting, auditing, and budget preparation and control; electronic spreadsheets, data bases, and computer data processing.
- Must have the ability to establish and use good office administrative practices, which includes maintaining files and organization of work.
- Must be neat in appearance and have a pleasing personality.
- Must have the ability to work with people of varying degrees of experience and background.
- Must have the ability to use office equipment that is required of this position.
- Must be able to interpret written and oral instruction and effectively complete such tasks as may be directed.
- Have an interest in continuing education, such as workshops, etc.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Ability to read, analyze and interpret general business periodicals, professional journals, catalogs, agreements, contracts, specifications, technical procedures, and/or governmental rules and regulations.
- 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.
- Must have a valid Alabama Drivers' License.

PREFERRED SKILLS:

- Certified Public Accountant is preferred
- Previous Management/Director level experience preferred – specifically with supervision of staff
- 5 years' experience working with a nonprofit organization is preferred.
- Strong familiarity with Financial and HRIS software
- Experience with employment taxes, tax law and procedures for filing
- Knowledgeable with Employment Contracts

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; stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and to talk or hear.

The employee frequently is required to reach with hands and arms; stoop, kneel, and crouch. The employee is occasionally required to climb or balance; crawl; and taste or smell. Ability to sit for prolonged periods, work with minimal supervision, think logically with attention to detail, prepare clear and accurate reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.