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POSITION TITLE: **FISCAL DIRECTOR**

March 2019

REPORTS TO: Executive Director

SUPERVISES: Assistant Fiscal Director

STATUS: Exempt

SUMMARY:

Plans, organizes, and directs the daily administration and operations of the Fiscal Department. Develops policies and procedures relating to fiscal management and contract compliance. Responsible for completion of annual Financial Reports, audit and IRS form 990.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- \* Accountable for the administration of assigned operations to achieve goals within budgeted funds and available personnel. Plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and regulations.
- \* Accountable for planning leadership direction and development of short and long-range plans. Gathers, interprets and prepares data for studies, reports and recommendations. Coordinates programs with other departments and governmental agencies, and local community agencies. Analyzes and recommends improvements to existing operating systems of the department.
- \* Directs the selection, supervision, and evaluation of assigned staff. Establishes work rules, safety requirements and performance standards. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Provides for the training and motivation of subordinates.
- \* Approves budgets and budget revisions. Provides technical assistance to the agency staff in budget preparation, negotiations with contracting sources, accounting and documentation requirements, and federal and state laws, rules and regulations.
- \* Consults on fiscal reviews of subrecipient fiscal programs in accordance with contractual requirements. Reviews audited financial reports of subrecipients.
- \* Designs, develops, and maintains accounting controls to ensure that expenditure of funds remains within appropriate levels. Ensures adequate cash flow by timely invoicing and working with funding sources to recover all funds owed to the agency.

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- \* Reviews and approves any significant journal entries, requisitions, payment vouchers, accounts payable, payroll, and equipment purchases ensuring adequacy of funds and contact compliance.
- \* Directs the functions and activities associated with the general ledger to provide current information regarding the financial health of the agency and to ensure contract compliance. Prepares a monthly financial report for the Board and staff review.
- \* Accountable for the preparation of reports and correspondence as required.
- \* Directs the development and maintenance of systems and records that provide for the proper evaluation, control and documentation of assigned operations.
- \* Establishes and implements policies, procedures, internal controls and standards for the efficient and effective operation of the fiscal department. Produces and maintains the agency's Fiscal Policy Manual.
- \* Directs the resolution of problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints.
- \* Produces the agency's annual financial report, in final format, according to GAAP and FASB requirements. Provide independent auditors with financial reports and other supporting worksheets or documents necessary to complete the audit and 990 form.
- \* Meets with all funding sources' representatives conducting a fiscal monitoring to provide the requested information and explain the agency's fiscal policies.
- \* Review and evaluate all accounting software in order to determine if it is operating as required and it is the most efficient software for the process it is used for.
- \* Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of finance and GAAP (Generally Accepted Accounting Principles) accounting principles and procedures.
- Competence with computer financial applications including spreadsheets and databases.
- Extensive knowledge of modern principles and practices of management and supervision.

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- Knowledge of contract/grant program management, including the Federal OMB circulars, A133 cost principles and state regulations that provide guidelines for agency contracts.
- Ability to plan, organize and direct the operation of the various assigned functions.
- Ability to analyze and evaluate operations and develop and implement effective alternative solutions to resolve problems.
- Ability to establish and maintain effective working relationships with federal, state and local agencies, the Board, staff and the general public.
- Ability to negotiate complex business and financial agreements.
- Knowledge of residential apartment and school building property management.
- Ability to communicate effectively both orally and in writing.
- Ability to set priorities and to guide, direct, motivate and evaluate the work of subordinates.

**REQUIRED EDUCATION OR EXPERIENCE:**

A Masters degree in Business (emphasis in Accounting) or Certified Public Accountant and a minimum of four years of computerized accounting experience, and two years of supervisory experience, non-profit or governmental accounting experience preferred

**or**

A Bachelor's degree in accounting and a minimum of six years of computerized accounting experience, four years of supervisory experience, non-profit or governmental accounting experience preferred

**or**

Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

**REQUIRED CERTIFICATIONS AND LICENSES:**

Acceptable completion of a criminal history background check, credit check and bondable.

**PREFERENCES:**

Knowledge of HUD (Housing & Urban Development) regulations

Knowledge of computer hardware, software, and networking systems

**\* ESSENTIAL FUNCTIONS**