

Clarksville/Montgomery County

Community Action Agency

Job Description

Title: Fiscal Officer

Summary:

Under general supervision of the Executive Director, manages Agency financial and operational systems to ensure processes, policies and procedures are in place to enable the financial structure and continuing operations of the Agency; provides proper segregation of duties to ensure all funds are accounted for properly; coordinates with local, State and Federal agencies, sub-grantees, and others; coordinates allocations of federal funds available to local units of government, ensuring efficiency and compliance with federal laws and regulations in use of those funds; supervises record maintenance of grants; performs related work as required. Fiscal Officer will also be charged with gathering, compiling and presenting new information for additional funding sources and grants. Will provide supervision of fiscal office and human resource personnel.

Supervisor: Executive Director

Education/Experience/Requirements

- Completion of a Bachelor's Degree in Accounting. Some coursework in Master's Degree preferred.
- Three or more years of professional-level work experience with responsibility for accounting, budget and financial management; developing or implementing agency operational policies and procedures; project planning and program management; contracting development processes; auditing, monitoring and evaluating programs; grant management/grant writing; evaluating services; analysis of data, report writing; working with local, state and/or federal political entities; developing and implementing operational policies and procedures and providing training to others as required.
- Documented experience in non-profit agency fiscal and operations management, grant writing; interpreting and applying policies, grant requirements, technical directives, state or federal standards and regulations, program auditing and implementing compliance processes/procedures.

Specific Job Tasks:

- Manages all financial processes, procedures, payments and reconciliation for all grants and donated funds to ensure fiscal accountability of the Agency and its programs.
- Prepares monthly, quarterly and annual reports to ensure deadlines are met.
- Prepares monthly financial reports for Executive Director and Program Directors. Prepares and presents monthly financial reports to the Policy Council, Board of Director and Committees.
- Manages the fiscal activity, compliance reporting and close-outs of all programs.
- Works with Executive Director to develop internal operational standards.
- Reviews and analyzes federal regulations, state laws and formulate appropriate internal operating and fiscal policies, procedures and interpretations for all programs; reviews new federal policies that relate to funding grants and supervises the implementation of those policies.
- Develops monitoring tools and manages the fiscal auditing portion of annual on-site compliance visits.
- Provides support for the federal, state and local program reviews and fiscal audit. Assists in reconciling expenditures. Leads the auditing compliance preparation for all grants and is responsible for accountability and compliance with a variety of different federal rules and regulations; makes arrangements to ensure that necessary documents are available for audit and all program reviews.
- Forecasts future funding requirements when required.
- Ensures the Agency meets all financial requirements of all grant contracts.

- Supervises, provides training, and monitors accounting office personnel.
- Provides support for the office, the Executive Director and other professional staff.
- Provides fiscal training for all personnel as needed and/or during pre-service and/or staff development training.
- Works in collaboration with Human Resource personnel on employee benefits and payroll information to include deductions as well as related policies.
- Ensures the United Way Campaign is coordinated annually.
- Reconciles all asset and liability accounts monthly.
- Monthly invoicing for all grants or as required.

Skills and Abilities

- Knowledge of principles and techniques of fiscal and/or business management; strategic planning, monitoring, auditing and evaluating community service programs and/or volunteer management service; the principles and processes of agency administration and operations; basic budgeting and cost accounting processes.
- Knowledge and experience in government or business management, accounting principles, practices, methods, and procedures. Federal financial grants management experience.
- Demonstrated ability to supervise, professional and/or support staff.
- Demonstrated ability to work diplomatically and skillfully with a variety of stakeholders including state and local elected officials, volunteers and the public, program directors and persons from diverse backgrounds and experiences;
- Demonstrated skills at working in a political environment; skilled at information sharing and team building.
- Ability to initiate projects and works independently with minimal supervision; ability to organize & manage multiple projects/deadlines simultaneously, and work under pressure to meet deadlines.
- Ability to explain complex business concepts/goals of program project; recognize service needs and resource constraints to develop viable options; develop and research alternative problem solving strategies.
- Adheres to professional ethics and standards as well as comply with Agency personnel policies and procedures.
- Demonstrates ability to relate well to a diverse public, staff and client population, specifically low-income families.
- Excellent written and verbal communication, and computer skills to develop own quality written products on Microsoft Office software including Word, Excel, and PowerPoint.
- Some out-of-state travel to conferences; valid driver's license, clear criminal records check, random drug screenings, minimum vehicle liability insurance and uninsured motorist required.

Agency Related

- Observes the Agency's confidentiality policy regarding participants, records, technology, reports and staff.
- Adheres to professional ethics and standards.
- Establishes and fosters good working relationships within the Agency.
- Demonstrates work habits that comply with Agency Personnel Policies and Procedures.
- Acts as a representative of Clarksville / Montgomery County Community Action Agency in the community.
- Serves as an advocate for the participants in every program of the Agency.
- Keeps a positive attitude toward all aspects of the agency and seeks way to improve delivery of services.
- Contributes to the efforts of the agency to meet or exceed state and local licensing requirements.
- Adheres to current policies and procedures in a professional manner.
- Perform other related tasks as assigned.

Program: Indirect

Status: Full Time - Exempt

Physical Requirements

Strength

- Standing – less than 20%
- Walking – less than 20%
- Sitting – 60% or more
- Lifting – up to 20 lbs
- Carrying – up to 20 lbs
- Pushing – up to 20 lbs

Reaching

- Handling – less than 20%
- Fingering – 60% or more
- Feeling – less than 20%
- Throwing – less than 20%
- Eye-Hand Coord. – 60% or more
- Foot-Hand-Eye Coord. – less than 20%

Climbing

- Stairs – less than 20%

Communicating

- Ordinary – 60% or more

Hearing

- Ordinary – 60% or more

Stooping

- Kneeling – less than 20%
- Crouching – less than 20%
- Turning/Twisting – between 20-60%
- Bending at Waist – less than 20%

Seeing

- Acuity: Near – 60% or more
- Acuity: Far – 60% or more
- Depth Perception – 60% or more
- Accommodation – 60% or more
- Color Vision – 60% or more
- Field of Vision – 60% or more

Working Area

- Inside – 90% or more of the work day
- Outside – 10% of the work day

Temperature

- Constant Cold – less than 20%
- Constant Heat – less than 20%
- Changing Temperature – less than 20%

Noise

- Noise Level – between 20-60%
- Exposure (hours/day) – between 20-60%

Atmospheric Conditions

- Fumes – less than 20%
- Odors – less than 20%
- Mists – less than 20%
- Dusts – less than 20%
- Humidity or Damp – less than 20%

Mental Requirements

- Understand and carry out oral instructions- 60% or more 60% or more
- Read and carry out simple written instructions 60% or more
- Read work orders, scrap tickets, job lot tickets, graphs, logs, schedules 60% or more
- Read and carry out complicated instructions 60% or more
- Observe and read instruments, gauges, dials, etc. to determine operating conditions less than 20%
- Read and interpret detailed prints, sketches, layouts, specifications, etc. less than 20%
- Identify and list production data such as quantities, pressures, alloys, operating Conditions less than 20%
- Prepare detailed records or report such as inventory records receiving reports, operating logs, lab analyses, quantities, etc between 20-60%
- Estimate size, form, quality or quantity of objects less than 20%
- Inspect, examine and observe for obvious product or equipment defects less than 20%
- Count, make simple arithmetic additions, and subtractions 60% or more
- Compute and calculate amounts of additives, results of tests, etc 60% or more
- Operate automotive equipment such as autos and trucks less than 20%
- Use non-power hand tools such as hammers, wrenches, etc. less than 20%

- Plan own work activities 60% or more
- Plan work activities of others 60% or more
- Direct work activities of others 60% or more
- Coordinate work activities of others 60% or more
- Train other workers 60% or more
- Work as a member of a team 60% or more
- Work without supervision 60% or more
- Work with minimum amount of supervision 60% or more
- Work under pressure 60% or more
- Work rapidly for long periods between 20-60%
- Work on several tasks at the same time 60% or more

Program: Indirect

Status: Exempt, Full-time

- **All offers of employment are contingent upon clear results of a thorough background check, drug/ alcohol test and the approval of Head Start Policy Council.**
- **All employees must meet qualification standards that are job related and consistent with business necessity and must be able to perform the essential functions of the job with or without reasonable accommodations.**
- **The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**
- **This document is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind or a contract of employment between CMCCAA and you.**
- **CMCCAA is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all- inclusive; employees may perform other related duties as necessary to meet the needs of the organization.**

ACKNOWLEDGMENT:

I, _____, have received a copy of the job description for my position, and I have read and understood the contents therein.

Employee Name (Print)

Employee Signature

Date

Supervisor Signature

Date