
Position Information: FISCAL DIRECTOR

Supervised by: Executive Director

Supervises: Fiscal/Payroll Manager, Fiscal Assistant, Fiscal Clerk, Bookkeeper

Salary: Director III

Classification: Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To establish, maintain and supervise the organizational accounting system in accordance with Federal and State regulations, effectively track all funds received by the agency, and provide fiscal integrity through the implementation of sound internal controls. Lead and train a fiscal team and demonstrate hands-on leadership; provide significant contributions to the Senior Leadership Team. Analyses financial information and makes sound recommendations or explanations to Governance, monitoring entities, and the public alike.

Essential Responsibilities:

- Maintain proper documentation of all expenditures
- Responsible for ensuring that all procurement, payroll, and accounting transactions are done properly and in accordance with Federal and State regulations
- Be aware of agency's current financial situation and report such to the Executive Director
- Provide information regarding budget expenditures and funds available to Program Directors and Managers on a quarterly basis
- Responsible for filing all required monthly and quarterly financial reports with appropriate agencies
- Coordinate and lead the annual audit process
 - Be the primary contact with external auditors, ensuring the Executive Director is duly informed and advising the finance committee/Board of directors and Senior Staff; assess any changes necessary
 - Responsible for ensuring audits are performed as required
 - Take primary responsibility for effective communications and in answering questions raised during audits
- Responsible for ensuring that all reports and records are accurately and are timely
- Responsible for ensuring that payroll, payroll taxes, and payroll tax reports are done accurately and on time
- Responsible for ensuring that the accounts payable and accounts receivable are entered into the computer accurately
- Responsible for preparing financial statements, and identifying sources and uses of funds (Monthly Financial Reports)
- Oversee and lead annual preparation of agency budgets in conjunction with the Executive Director and Senior Leadership Team including lead facilitation of agency wide budget community
- Assist in preparation of agency budgets prior to submission of individual program grant applications including budget analysis and budget narrative and navigation and submittal through designated grant software and databases
- Responsible for ensuring bank statements are reconciled on a monthly basis and calculate the interest allocation for the main checking account

- Analyzes financial information for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget
 - Review contracts and provide high level fiscal analyses of potential financial obligations and opportunities, ensuring contract language and invoicing procedures are in accord with agency policy.
- Develop, in accordance with requested practice, monthly financial statements, budget snapshots, expenditure summaries, and prepare materials for facilitation review at the Finance Subcommittee, Board, and Policy Council meetings
- Provide information, insight, and guidance with respect to financial matters to the Executive Director and Senior Leadership Team
- Supervise the Fiscal Department Staff
 - Lead, supervise, train, mentor, and coach fiscal staff
 - Complete performance evaluations annually
- Provide back-up support to fiscal staff

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- A commitment to the agency's mission, vision, and values;
- A commitment to equipping children and all who care for them for lifelong success
- A commitment to excellence in everything we do;
- A commitment to positive performance and a welcoming culture;
- A commitment to outcomes, measured results and quality improvement;
- A commitment to innovation and to what is possible.

- Program Participation and Team Member
- Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements:

- Bachelor's degree in Accounting, Finance, or related field

Qualifications:

- Three years' accounting experience, with increasing responsibility for fiscal management
- 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.
- Knowledge and experience in government or business management, accounting principles, practices, methods, and procedures. Federal financial grants management experience

- Thorough knowledge of financial and generally accepted accounting practices and procedures; ability to explain accounting practices, procedures, and protocols
- Experience with Federal and State grants and fiscal administration; Head Start experience a plus!
- Establish and maintain effective working relationships with individuals at all levels of the organization

Physical Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

Work is normally performed in a typical interior/office work environment. Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

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