

Infant/Child Enrichment Services
Equal Opportunity Employer
Job Description

Job Title: Fiscal Manager

Reports to: Executive Director

FLSA Status: Non -Exempt **Range:** \$29.62 - \$37.71 **Hours:** Full time (32 - 40 hrs. / week)

Summary:

The Fiscal Manager is responsible for financial planning, department budgeting, recording and reporting for this community-based, public benefit, not-for-profit corporation agency under the supervision of the Executive Director. Current responsibilities include, but are not limited to, all bookkeeping duties for all the departments, data entry, A/R, A/P, GL entry and maintenance, tracking of capital expenditures, fixed assets, inventory, and depreciation schedules. The Fiscal Manager is responsible for producing and presenting all financial reports as needed to the Board of Directors, Executive Director and Program Managers/Managers. Furthermore, the Fiscal Manager is responsible for payroll, taxes and related requirements, as well as maintenance of employee benefits.

Essential Job Duties and Responsibilities include the following. Other duties may be assigned.

1. Performs general bookkeeping duties such as:
 - i. Accounts payable: computer entry by account and timely payment of invoices
 - ii. Cash receipts: accurate recording and transfer of funds
 - iii. Bank reconciliation to General Ledger
 - iv. Monthly Balance Sheet, P/L reports
 - v. Preparation and submission of semi-monthly payroll and applicable taxes including quarterly and annual payroll taxes and tax returns
2. Responsible for employee benefit package, including enrollment in various health benefits and tracking of employee sick/vacation days
3. Assists with HR processes such as Disability Benefit coordination and Worker's Compensation procedures
4. Responsible for development and maintenance of chart of accounts; analyzes expenses to determine account codes
5. Maintains and performs analysis of general ledger, financial reporting and application of internal controls
6. Responsible for providing all data necessary for annual audit and reviews
7. Oversees other personnel performing bookkeeping functions

8. Maintains asset inventory tracking and depreciation schedules
9. Maintains files of leased equipment
10. Archives financial records by Fiscal Year and disposes of past records
11. Ensures safekeeping of financial information
12. Responsible for preparation of various financial statements and reports
13. Assists Program Managers/Managers at budget and grant times
14. Maintains general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property and operating expenses, and insurance records
15. Directs and participates in cost analyses
16. Prepares statements and reports of estimated future costs and revenues
17. Establishes system controls for new financial systems and develops procedures to improve existing systems
18. Reviews financial statements with management personnel
19. Directs the installation and maintenance of new accounting, timekeeping, payroll, inventory, property and other related procedures and controls
20. Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll
21. Support subsidy program payment processes and reporting requirements

Supervisory Responsibilities:

In cooperation with their direct supervisors, oversees the fiscal job duties of staff who perform A/P and A/R duties.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical – synthesizes complex or diverse information; collects and researches data; designs work flows and procedures.
- Design – generates creative solutions; uses feedback to modify designs; demonstrates attention to detail.
- Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Technical Skills – pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer Services – responds promptly to customer needs; responds to requests for service and assistance.

- Interpersonal Skills – focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.
- Oral Communication – speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication – writes clearly and informatively; presents numerical data effectively.
- Teamwork – exhibits objectivity and openness to others' views; puts success of team above own interests.
- Business Acumen – understands business implications of decisions.
- Cost Consciousness – develops and implements cost saving measures.
- Ethics – treats people with respect; inspires the trust of others; works with integrity and ethically.
- Organizational Support – follows policies and procedures.
- Judgment – displays willingness to make decisions; exhibits sound and accurate judgment; includes appropriate people in decision-making process.
- Planning/Organizing – prioritizes and plans work activities; uses time efficiently.
- Professionalism – approaches others in a tactful manner; accepts responsibility for own actions.
- Quality – demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance.
- Quantity – completes work in timely manner.
- Safety and Security – observes safety and security procedures.
- Adaptability – adapts to changes in the work environment; manages competing demands; able to deal with frequent changes, delays, or unexpected events.
- Attendance/Punctuality – is consistently at work and on time; ensures work responsibilities are covered when absent.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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. Knowledge of principles of accounting for public not for profit organizations. Knowledge of generally accepted accounting principles and practices. Minimum 3 years' experience performing accounting functions and budgeting. B.A. degree desirable, preferably in accounting or business or equivalent experience substituted for education.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should be skilled in Accounting software; Internet software; Payroll systems; Spreadsheet software and Word Processing software.

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 stand, walk, sit, use hands to finger, handle, or feel, and talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.