

DIRECTOR OF FISCAL SERVICES

QUALIFICATIONS

Education: Associates or Bachelor's Degree desired, but not required
Hours: 32-40 hours per week
Salary: Grade D (DOE)
Location: UKIAH

Project Sanctuary is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation.

DEFINITION

Under direct supervision of the Executive Director, to perform a variety of accounting functions in connection with the development, maintenance, and processing of Project Sanctuary fiscal records; to maintain and update fiscal records related to grants and contractual requirements; to perform office support assignments; and to do related work as required including maintaining all Personnel files; work in collaboration with the outside Fiscal Contractor

DISTINGUISHING CHARACTERISTICS

Incumbents in this job classification are responsible for maintaining all fiscal records; performing accounting and bookkeeping functions; analyzing and creating financial reports as needed, and ensuring all grant spending is accurate and in compliance with state and federal regulations.

REPORTS TO

Executive Director

CLASSIFICATIONS SUPERVISED

Directly Supervises: None

Indirectly Supervises: Program Assistant, if applicable

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES AND RESPONSIBILITIES *(The following is generally representative of the duties and responsibilities of this job classification. It is not a complete description of all possible job assignments, nor is it restrictive as to job assignments and responsibilities which may be required of an incumbent.)*

Maintains a variety of fiscal records; processes warrants, bills, and other documents involved with financial record keeping; posts information to expenditure records; processes, maintains, and updates accounts payable and receivable information, produce invoices and reimbursement requests to funders; ensure data entry into computerized accounting systems; reconciliation of bank statements; updates and maintains payroll data, implements the payroll process; prepares cash transmittals; updates and maintains cost data related to grants and contracts; may assist with developing and maintaining an inventory of Agency fixed assets; performs data entry of account adjustments; prepares and/or ensures deposits for bank accounts; coordinates the development of a variety of financial reports and statements; serves as consultant on fiscal issues for the Executive Director and other agency management; understand and participate in budget development and management, serving as a resource on the availability of funds; coordinates the proper balancing of journals and ledgers; oversees cost tracking systems, including maintaining information on grant mandated expenditure tracking; manage relationships with financial vendors including banks, credit cards, vendors, and accounting and audit firms; operates computerized financial information systems; performs a variety of general office assistance assignments; may be assigned to answer the telephone and receive office visitors in a back-up capacity; attends staff meetings and workshops.

TYPICAL PHYSICAL REQUIREMENTS *(These are typical requirements, but Project Sanctuary will discuss and make reasonable accommodations for job candidates and incumbents with disabilities.)*

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; use of office equipment including computer, telephone, calculator, copier, and fax.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; frequent contact and communications with other staff, the public, and representatives of other agencies.

DESIRABLE QUALIFICATIONS

Knowledge of:

QuickBooks accounting software.

Generally accepted accounting principles (GAAP) including account reconciliation and journal entry preparation.

Cost accounting/non-profit fund accounting.

Methods and practices of financial and statistical record keeping.

Modern office practices, procedures, equipment; computer operations.

Microsoft Excel or comparable spreadsheet programs.

Fundamental payroll procedures and processes.

Ability to:

Plan, organize, manage, coordinate, and perform the fiscal functions of Project Sanctuary.

Perform a variety of complex accounting, auditing, and financial transaction work.

Assist with the preparation and administration of the Agency budget.

Analyze and evaluate financial, program, and operational information, researching gathering appropriate data to resolve problems.

Provide supervision, training, and work evaluation for assigned staff.

Monitor and update fiscal, operation, and program records.

Develop objective analyses and recommendations for use by Agency management.

Gather, organize, analyze, and present a variety of information.

Make mathematical calculations quickly and accurately.

Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. Non-profit organization experience desired. A typical way to obtain the required knowledge and abilities would be:

An Associates or Bachelor's degree in Accounting, Finance or Business. Professional certification in Bookkeeping, Accounting, Payroll or other appropriate field. At least four years of professional work experience in accounting, auditing, and financial analysis work, preferably including experience with non-profit agency financial administration, and two years in a lead or supervisory capacity.

Special Requirements:

None.