

The Order of the Fisherman Ministry Head Start, Inc.

Job description

TITLE OF POSITION: Fiscal Officer

This position is organized into major areas of responsibility with the duties detailed under each area. The Position Description is the basis for classification and pay, recruitment and selection, and performance appraisal. The Director will review this position description with the employee upon hiring. The Grantee and EHS-CCP Management may revise this description if there are substantial changes in the duties or if the Grantee believes there is a need for an update.

IMMEDIATE SUPERVISOR: Program Director

GENERAL SUMMARY

This position is responsible for reviewing and managing programmatic and overall agency budgets and reports. Budget management includes fiscal tracking, forecasting, and monitoring allocations on an on-going basis for accuracy and compliance with applicable procedures and regulations. The Fiscal Officer is responsible for the maintenance of the agency's financial data and reporting to provide Leadership and Agency stakeholders with accurate information necessary for delivering high- quality services low-income people. The position is also responsible for the oversight of agency grants and contracts to include program implementation, reporting, evaluation, and oversight of client information and databases, and general information systems.

ESSENTIAL FUNCTIONS:

- Reports directly to Director on all aspects of agency financial management.
- Supervises the budget procedures for the agency including, but not limited to, reviewing the annual agency operating budget and presenting budget for Board approval; monitoring department revenues and expenditures on continuous basis; reviewing and making recommendations on department budgets and grant proposals; reviewing in-kind and match requirements per stipulations of grant; and assisting in the development of multi-year forecast estimates for department expenditures and revenues.
- Directs, consolidates, and analyzes all cost accounting procedures together with other statistical and routine reports, including monthly departmental reports.

- Provides technical assistance on matters related, but not limited to cost analysis, fiscal projections, and alternative financing methods/resources.
- Remains current on funder policies related to applicable procedures and regulations, including Federal Uniform Guidance.
- Prepares and assists in month- and year-end closings.
- Oversees the preparation for year-end audit and funding source monitoring visits.
- Review statistical and narrative programmatic reports for internal and external uses for accuracy and provide feedback to staff preparing the report.
- Represents the agency to those conducting monitoring or audit reviews. Prepares materials required for such visits, address issues arising from visits, and submit follow-up materials to the monitors/auditors as necessary.
- Review sub-recipient requests for proposals, contracts, and monitoring.
- Participate in database-related meetings, conferences, trainings, and events, and, where appropriate, serve on committees.
- Provide day-to-day supervision and direction to assigned staff including but not limited to: establishing work methods/techniques; conferring with staff on their work and counseling staff upon their selected approaches to accomplishing work goals; serving as a liaison to professional consultants and volunteers; evaluating staff performance; evaluating staff development needs and determining appropriate training or coaching; and resolving staff conflicts.
- Maintains a positive attitude towards assigned work, clients, and staff, and a willingness to work with others.
- Performs work in a professional manner that upholds TOFMHS policies and procedures.
- Other duties as assigned.

EDUCATION & QUALIFICATIONS:

- Bachelor's degree in accounting/Finance OR a combination of education and experience that is equivalent.
- A minimum of eight years of experience.
- Non-profit accounting experience.

- EHS experience, preferred.
- Four or more years of professional related experience in budgeting or accounting or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting.
- Ability to translate complex financial concepts to individuals at all levels, including non-finance personnel.
- Ability to maintain documentation of work including file maintenance and report development.

COMPETENCIES REQUIRED:

- Proficiency in Microsoft Applications (Word, Excel, Power Point)
- Working knowledge of basic internet applications and programs including Google technology. The ability to learn and utilize the necessary programs for this position.
- Working knowledge of intermediate internet applications and programs including Google technology.
- Ability to learn and utilize the necessary programs for this position.
- Ability to communicate effectively both orally and in written form.
- Good interpersonal and professional skills including but not limited to professional appearance, tact, punctuality, and dependability.
- Ability to provide services for those persons facing economic, social, health, age, and educational barriers.
- Ability to work independently or in a team environment (as deemed necessary).
- Perform work in a manner that upholds TOFMHS policies and procedures.
- Experience in fiscal audits with non-profit organizations.
- Knowledge of generally accepted accounting principles and financial reports
- Knowledge of federal and state regulations governing grant administration, and ability to apply them in the administration of Head Start funds.

E.E.O.C. STATEMENT

The Order of the Fishermen Ministry Head Start (TOFMHS) is an equal opportunity employer. It is the policy of TOFMHS not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability or any other basis protected by federal, state, or other applicable law.

The Order of the Fisherman Ministry Head Start

TOFMHS.....Reaching Children and Helping Families with Excellence and Love

Benefits

Health, Dental, Vision, Life Insurance, PTO, Professional Development, Mileage Reimbursement, 401(k), 401(k) match, Paid Holiday.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Work Location: In person