



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION/TITLE: Director of Finance & Administration/CFO

POSITION LOCATION: Albion Main Office

PAY/HOURS: Full Time/Exempt position

QUESTIONS OR RESUME TO:

Susan Jessmer, HR & Payroll Administrator
409 East State Street
Albion, NY 14411
hr@caoginc.org 589-5605

RESPOND BY: Posting will remain open until position is filled.

Note: Internal Candidates may respond with a letter of interest and resume.

MAJOR RESPONSIBILITIES

- Oversee Finance Office, including direct supervision of Fiscal staff.
- Assure that staff has information and resources available to perform duties. Ensure that all staff who report to him/her are adequately trained to perform their duties, including job specific training, as well as training regarding rules and regulations necessary to meet funders and/or regulators requirements.
- Assist CEO, staff Directors and Supervisors with budget development, ongoing monitoring, and projections.
- Prepare monthly and year-end financial reports for all agency programs. Make accrual and adjusting entries as needed. Develop and implement cost allocation procedures in compliance with policies and regulations.
- Act as liaison with various funders for budget/fiscal matters.
- Review financial reports with Executive Director, Staff Directors and Managers/Supervisors as needed. Present reports to Finance Committee and Board of Directors.
- Assist Finance Committee in selection of independent auditor. Act as agency liaison with audit firm and provide assistance as needed during audit process. Oversee resolution of any audit findings/recommendations with input from Finance Committee and Board of Directors and Policy Council.
- Responsible for fiscal aspect of grant management and reporting as required by funders.
- Prepare (numerous) financial reports (monthly, quarterly, semi-annual, etc. depending on specific funder requirements) as required by funders and Payment Management System, as well as any other grants or funding sources. Prepare unaudited financial statement package for grant closeouts.
- Responsible for cash flow management. Prepare vouchers for various funders. Enter DHHS payment requests into Payment Management System online. Monitor accounts receivable and liquidity.
- Become knowledgeable of all applicable federal, state and local regulations concerning cost principles and accounting requirements, for federal and other funds, including federal audit regulations.
- Assure that fiscal office follows proper procedures and regulations including confidentiality. Maintain Confidentiality regarding Agency client and business information.
- Become knowledgeable about various fiscal matters and funding sources, and prepare special financial reports as needed by Staff Directors or Executive Director.
- Review proposed changes to regulations and/or policies and evaluate impact of changes on agency. Keep abreast of changes in reporting of agency outcomes and position agency to collect appropriate data to be able to report accurately.
- Will be able to work on occasion, outside the normal hours of this position (ex. nights and/or weekends) in order to meet emergency agency needs, process timely paperwork or meet deadlines.

REQUIRED MINIMUM QUALIFICATIONS

- Certified Public Accountant or Bachelor's degree in Accounting or Business Administration, fiscal management or a related field.
- Minimum 5 years' experience in accounting, preferably in a non-profit setting.
- Ability to use complex judgment in interpreting, adapting and developing new guidelines such as agency policies, regulations, written precedents, and work directions for application to specific cases or problems.
- Ability to use complex analysis. Duties require considerable planning and initiative to work independently towards general results, devising methods, modifying or adapting standard procedures to meet the requirements of the agency.
- Ability to interpret an extensive variety of technical instructions.