

SANTEE-LYNCHES REGIONAL COUNCIL OF GOVERNMENTS

JOB TITLE: Finance Manager
DEPARTMENT: Finance

JOB STATEMENT:

Under general supervision from the Finance Department Chief, undertakes a variety of financial tasks requiring an understanding of the agency's policies, budget, programs, and systems. Exercises reasonable judgment in performance of financial duties and maintains absolute confidentiality as warranted.

Must be an action-oriented interdependent team player who values excellence and service to others.

JOB DUTIES:

- Overall responsibility is to assist the Finance Department Chief in maintaining accurate, current financial records for the agency's funds in accordance with the agency's policies and state and federal regulations. Assist in maintenance of agency's fund accounting system which includes reporting for each grant or contract.
- Have a strong working knowledge of and act as a back-up for all other Finance Department functions, including payroll and accounts payable.
- Assist in preparation of management reports and/or financial statements for internal and/or external users, as required. This includes budget-to-actual reports, financial projections, financial analysis, etc.
- Prepare assigned fiscal program reports, contract and grant reports and necessary supporting documentation, compiling necessary records and submitting required reports in a timely manner to the Finance Dept. Chief for review before submittal to granting agency. This specifically includes the monthly WIOA Financial Status Reports in addition to any others assigned by the Finance Dept. Chief.
- Perform regular, periodic internal audits/quality control reviews of the agency's financial records and internal controls, bringing any issues found to the attention of the Finance Dept. Chief in a timely manner. Document and prepare report on the quality control reviews.
- Coordinate performance of periodic on-site fiscal review/monitoring of provider agencies within Health & Human Services programs and others as assigned.
- Assist in maintenance of Finance Department's operations manual and updating of procedures/instructions of department processes as changes occur.
- Assist in closing the books at the end of the fiscal year, preparation for audit, and preparation/review of tax returns.
- Assist in timely preparation of accounts receivable invoices, payment requests, and/or requests for drawdown of grant funds.
- Assist Finance Dept. Chief in review of accounts payable vouchers (payment authorizations).
- Perform necessary variance and other accounting analysis to identify and resolve any discrepancies or gaps.
- Collect, interpret and review financial data to predict and identify trends, providing analysis to and advising the Finance Dept. Chief, and other staff as needed. Potential long-term impacts, as well as short-term impacts, should be included in the analysis.
- Perform cost analysis and recommend process improvements for cost-effectiveness.
- Develop best practices to enhance operational performance and productivity.
- Work with Finance Dept. Chief to develop strategies to minimize risk.
- Perform other duties as assigned by the Finance Department Chief.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and applicable Governmental Accounting Standards Board (GASB) pronouncements
- Experience utilizing complex fund accounting software
- Advanced knowledge and skill in Excel
- Ability to manage finances of multiple grants, contracts, and projects, to include:
 - Tracking and analyzing expenditure and obligation rates
 - Tracking and analyzing indirect costs
 - Projecting expenditure levels
 - Preparing reports for granting agencies

- Talent for creative problem solving with a positive attitude
- Demonstrated ability to use technology to streamline processes and financial analyses
- Capable of exercising sound judgment when handling confidential information
- Ability to learn quickly
- Ability to effectively manage numerous deadlines and concurrent projects
- Ability to think and work in a fast-paced environment that requires handling multiple tasks at a given time and rapidly adapting to changing priorities, schedules and budgets
- Excellent organizational and computer skills; self-motivated and goal-oriented; ability to facilitate team effort as well as ability to work independently; customer-oriented attitude; excellent written/oral and interpersonal communication skills; strong work ethic; and willingness to learn and improve in all aspects of the position

Minimum Required Education and Experience: Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

Education:

- Bachelor's degree in accounting or business administration from an accredited university or college.

Experience:

- At least 5 years of relevant work experience
- Proven experience analyzing budgets for trends
- Highly proficient with Microsoft Excel
- At least 3 years of supervising staff

NOTE: The Executive Director reserves the right to select a combination of the above criteria, which in his opinion, establishes a level of competency in the individual to satisfactorily fill the position.

Desired Education and Experience:

Experience:

- Previous experience at a COG or Planning District
- Previous experience managing federal and/or state grants
- Knowledge of regulations, policies, and procedures which apply to governmental accounting, finance, and federal awards, including, but not limited to OMB 2 CFR 200, Generally Accepted Accounting Principles (GAAP) and applicable Governmental Accounting Standards Board (GASB) pronouncements

Education:

- Certified Public Finance Officer (CPFO) certification or equivalent

This company reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will".