

Head Start Child & Family Development Centers, Inc.
Job Description

Title: Finance Director (FD)

Revised: 12/16

Class: HS-5

Supervisor: Executive Director

Office Location: La Crosse

Job Summary:

The employee in this position is responsible for the administration of the financial management of agency affairs. This person will be expected to exercise initiative, discretion and independent judgment in accomplishing assigned tasks. The Finance Director is responsible for implementing all Federal, State and Local requirements, laws and rules regarding agency financial affairs. Tasks include bookkeeping, payroll, financial record keeping, property management, risk management and general accounting functions. This position involves a high degree of accounting skills and knowledge of fiscal development. The employee in this position is responsible for maintaining an accounting system which is consistent with established accounting principles and funding source regulations. This includes responsibility for fiscal and compliance monitoring and risk management.

Job Responsibilities:

- Assists Executive Director in budget development for Federal, State and USDA grants;
- Manages all fiscal information systems with:
 - Payment Management System
 - Department of Public Instruction
 - Administration for Children, Youth, and Families and Office of Head Start;
- Monitors agency budgets and makes recommendations for corrective action;
- Prepares cost comparison reports in coordination with staff and parents as requested;
- Develops and maintains accurate chart of accounts;
- Develops, monitors, evaluates and reports financial control procedures including compensation and benefits to Board and staff in the form of written reports;
- Drafts payment vouchers for timely payment of regular monthly billings i.e. telephone, rents, utilities, and insurance premiums;
- Reviews and approves payment vouchers after determining allowability, allocability and reasonableness of charges;
- Provides concise, uniform, monthly reporting to Board and Policy Council members;
- Prepares and submits reports Federal SF 425, Federal PMS 425, State PI-1086, and PI-1463-A on a timely basis to funding sources to insure proper cash flow;
- Maintains control over all invoice documentation and payment procedures as outlined in the Financial Procedures Manual;
- Processes payroll on-line with Paychex, assures accuracy of time sheets;
- Responds to payroll inquiries to include verification of employment and wage information;
- Prepares quarterly payroll reports, UC 101 and IRS 941;
- Maintains all files necessary to support financial records; i.e. deposits, cash disbursements, audit trail, and inventory for auditing and management purposes;
- Maintains Sage computerized double entry accounting system for record keeping;
- Tracks agency benefit plans, (Health, Disability, Retirement, Personnel Leave, Voluntary Life);
- Manages agency risk policies such as Bonding, Directors and Officers, General Liability, Property; Building and Contents, Umbrella, and Auto, in consultation with Executive Director;
- Maintains records of inventory items (over \$5,000);
- Annually prepares internal Federal and State Allocation plan for program costs;
- Prepares for audits, implements appropriate audit recommendations, reports all findings to management staff, Board of Directors and Policy Council, assists with resolution of audit exceptions;
- Prepares 1099 Miscellaneous Income forms 1096 Transmittal Notice on annual basis (on or before Jan 31)
- Annually updates the Financial Procedures Manual, in collaboration with the Board of Directors and Policy Council.

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- Attends Head Start state and regional seminar and trainings,
- Participates in interagency trainings.
- Monitors agency Non-Federal Share Match.

Supervisory Functions: Supervises Account Clerk

Qualifications:

- Requires Bachelor's Degree in Accounting or related field; Certified Public Accountant (CPA) certification preferred;
- Thorough knowledge and demonstrated expertise in fiscal principles, management practices and procedures, and non-profit agencies with a minimum of 3 years of experience with funding source requirements and grant management;
- Knowledge of purchasing functions, budget management and monitoring;
- Ability to manage a variety of tasks and demonstrate creative problem solving skills, good judgment, ethical practice, and resourcefulness in agency work;
- Demonstrated computer literacy and experience with automated accounting systems;
- Demonstrate effective written and verbal communication skills;
- Ability to pass criminal background check and health screening; and
- Possess a valid driver's license and access to an insured motor vehicle.

*Current and former Head Start parents are encouraged to apply for positions in which they are qualified.

*Candidates for hire into HSCFDC, Inc. positions must be comfortable working with diverse ethnic, racial, and religious backgrounds of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community.