



# BEST INC.

## Business Employment Skills Team

"Building A Quality Workforce"

Posting Date: 2/26/2010

Closing Date: 3/12/2010

**ADMINISTRATION**  
3691 Cougar Drive  
Suite B  
Peru, IL 61354  
815.224.7930  
815.224.7933 Fax

**PROGRAM OFFICES**  
Old Lee County Courthouse  
112 E. Second Street  
Third Floor  
Dixon, IL 61021  
815.288.1260  
815.288.5475 Fax

**NCI WORKS**  
**ONE STOP CENTER**  
South Towne Mall  
1500 First Avenue  
Ottawa, IL 61350  
815.433.4550  
815.433.6645 Fax

3691 Cougar Drive  
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225 East Backbone Road  
Princeton, IL 61356  
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[www.best-inc.org](http://www.best-inc.org)

TTY ~ 815.434.4716

### -JOB OPENING NOTICE-

**POSITION/TITLE:** Chief Financial Officer

**BRIEF JOB SUMMARY:** See attached job description.

#### QUALIFICATIONS:

**Education/Experience:** Bachelor's Degree in Accounting or Business, plus 2 years related experience. JTPA/WIA or other Social Service Agency/Not-for-Profit Agency experience preferred. CPA preferred

**Other:** See attached job description

#### CONDITIONS:

**Salary Base:** \$41,000/year

**Benefits:** Individual health, dental and life insurance (dependent coverage available at shared cost); retirement plan; continued education reimbursement; and flexible paid time-off plan.

**Schedule:** Full-time (37.5 hours per week). Normal work hours Monday through Friday (8:30 a.m. - 4:30 p.m.).

**Location:** Peru

**Availability:** April 1, 2009

**APPLICATION PROCEDURE:** Interested applicants should send a letter of applications, resume and at least 3 references (2 must be work related) to: Business Employment Skills Team, Inc., Attention: Human Resource Department, 3691 Cougar Drive, Unit B, Peru, IL 61354 by Friday, March 12, 2010. Inquiries: (815) 224-7930.

Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request for individuals with disabilities.



**Position Title:** Chief Financial Officer

**Reports To:** Executive Director

**Brief Job Summary:** Responsible for the overall day-to-day operations and management of the Fiscal Unit

***Duties Include But Are Not Limited To:***

Assisting in the development and implementation of Fiscal policies and procedures.

Generating and processing of staff payroll and required payroll payables, including Federal and State withholding and all employee benefits.

Managing and monitoring fiscal systems and budgets and assures compliance with Federal, State and local laws, rules, regulations and policies, including compliance with WIA cost category requirements and the agency's cost allocation plan.

Preparing financial information for planning process.

Preparing financial and program performance reports as required by Executive Director, Programs Manager, Workforce Investment Board/Committees, and/or the Board of Directors. May be asked to provide staff support to the WIB/Committees and/or Board of Directors, including presenting reports as needed.

Reviewing and monitoring program and service provider grants and contracts, including expenditure levels, obligations and program cost information of training providers, youth activities and appropriate education agencies. Member of selection committee.

Complying with and preparing all required government reporting (e.g., quarterly tax reports, Unemployment Insurance quarterly payments and reports, annual W-2s and 1099s, Federal and State 990s, etc.).

Processing administrative and program staff mileage and operational costs, one-stop center payments and participant cost vouchers.

Preparing and entering administrative and program financial data in the State GRS, including cash drawdowns, 1512 reports, PSRs, FSRs, and annual grant closeout package for submission to DCEO.

Maintaining internal automated financial accounting and reporting system.

Serving as contact person for auditors, state-agency representatives and others for fiscal-related matters.

Maintaining Individual Training Account system.

Coordinating fiscal operations with program staff to assure smooth and efficient implementation of administrative and programmatic procedures..

Performing miscellaneous tasks as necessary to fulfill Chief Financial Officer responsibilities.

***Education/Experience:*** Bachelor's Degree in Accounting or Business, plus 2 years related experience. JTPA/WIA or other Social Service Agency/Not-for-Profit Agency experience preferred. CPA preferred.

***Functional Abilities:***

1. Excellent communication skills (oral and written).
2. Knowledge of WIA rules and regulations.
3. Working knowledge and understanding of generally accepted accounting principles.
4. Ability to analyze and interpret financial data
5. Able to work as a team member and leader.
6. Capacity to be self-reliant, self-motivated, flexible and adaptable to change.
7. Good organizational and time management skills.
8. Attentive to details and accuracy.
9. Possess working knowledge of payroll and tax requirements for non-profits.
10. Able to understand and comply with OMB Circulars, federal, state, and local rules, regulations, policies and requirements.
11. Ability to prepare financial reports and statements.
12. Possess working knowledge of computers, accounting packages and spreadsheet programs.
13. Ability to cope with unique problems and stressful situations and work under pressure.

**Other:**

1. Must be legally eligible for employment in the United States.
2. Attendance at night meetings, local travel and out of Local Workforce Area travel may be required.
3. Must have access to reliable transportation.
4. Must be bondable.
5. Must be willing to submit to Background Check

The demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.