

Title: Chief Financial Officer

Posted On: May 11, 2018

JOB SUMMARY:

Response for the overall day-to-day operations and management for the BEST, Inc. Fiscal Unit, with primary responsibilities to fulfill BEST, Inc.'s designation as Title IB fiscal agent.

ESSENTIAL JOB FUNCTIONS:

- ◆ Assists in the development of fiscal policies and procedures, and implements these, as approved by relevant oversight organization (state agency, BEST, Inc., CEOs of WDA #4, and/or NCI Works). Review at least annually, and recommend updates or revisions as necessary for ongoing compliance.
- ◆ Develops, manages and monitors fiscal systems and budgets. Assures compliance with Federal, State and local laws, rules, regulations and policies including compliance with WIOA cost category and expenditure requirements and the agency's cost allocation plan; confirming that expenditure approvals are received and documented as required.
- ◆ Maintains internal automated financial accounting and reporting system.
- ◆ Is responsible for establishing and maintaining adequate internal controls, safeguards, operating efficiencies, and documentation; and rigorously monitoring for these; with priority for ensuring optimization of funds, fairness in fund expenditures and purchasing decisions, and prevention of conflict of interests.
- ◆ Prepares financial information for planning process and one-stop partner MOU budget negotiations and reconciliations.
- ◆ Prepares financial and program performance reports as required by Executive Director, Program Coordinator, Workforce Development Board/Committees, and/or the Board of Directors, including presenting reports as needed.
- ◆ Reviews, negotiates and monitors program and service provider grants and contracts, including expenditure levels, obligations and program cost information for training providers, youth activities and appropriate education agencies. Member of selection committee and negotiating team for service provider grants and contracts.
- ◆ Complies with and prepares all required government reporting (e.g., quarter tax reports, Unemployment Insurance quarterly payments and reports, annual W-2s and 1099s, Federal and State 990s, GATA, etc.).

- ◆ Reconciles bank statements and performing cash balancing with MIP system on monthly basis.
- ◆ Serves as contact person for auditors, state-agency representatives and others for fiscal-related matters. Is responsible for preparing for audits and monitoring visits; ensuring external audits as required; and composing written responses to Management Letters, Monitoring Reports and any other correspondence requiring a response,.
- ◆ Maintains Individual Training Account system.
- ◆ Makes bank deposits, reconciling the deposit to the cash receipt log, and approving the fiscal officers posting of cash receipts to the account software.
- ◆ Prepares required reports for Grants to the state including quarterly reports and grant closeouts to DCEO.
- ◆ Reviews and approves online transfers between bank account.
- ◆ Approve the amount of weekly cash drawdown and the “cash on hand worksheet”
- ◆ Coordinates fiscal operations with program staff to assure smooth and efficient implementation of administrative and programmatic procedures.
- ◆ Performs miscellaneous tasks as necessary to fulfill Chief Financial Officer responsibilities.

MINIMUM QUALIFICATIONS REQUIRED:

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

FUNCTIONAL ABILITIES:

- ◆ Excellent communication skills (oral and written).
- ◆ Knowledge of cost allocation principals and procedures.
- ◆ Working knowledge and understanding of generally accepted accounting principles.
- ◆ Ability to analyze and interpret financial data.
- ◆ Ability to work as a team member and leaders.
- ◆ Capacity to be self-reliant, self-motivated, flexible and adaptable to change.
- ◆ Good organizational and time management skills.
- ◆ Attentive to details and accuracy.
- ◆ Possess working knowledge of payroll and tax requirements for non-profits.

- ◆ Able to understand and comply with OMB Circulars, federal, state, local rules, regulations, policies and requirements.
- ◆ Ability to prepare financial reports and statements, and presents to Boards, management team and other audiences.
- ◆ Possess working knowledge of computers, accounting packages and spreadsheet programs.
- ◆ Ability to cope with unique problems and stressful situations and work under pressure.
- ◆ Working knowledge of Grant Accountability and Transparency Act (GATA).

MENTAL AND PHYSICAL ABILITIES

- ◆ Ability to work under pressure and tight deadlines.
- ◆ Ability to mediate problems/issues to find a workable win-win solution to the situation.
- ◆ Ability to work efficiently in a politically charged environment.
- ◆ Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- ◆ Ability to speak effectively before public groups and respond to questions.
- ◆ Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- ◆ Ability to define problems, collect data, establish facts and draw valid conclusions.
- ◆ Ability to develop customized training programs.
- ◆ Ability to establish and maintain effective working relationships with a variety of people.

OTHER

- ◆ Must be legally eligible for employment in the United States.
- ◆ Attendance at night meetings, local travel and out of Local Workforce Area travel will be required.
- ◆ Must have access to reliable transportation.
- ◆ Must be bondable.
- ◆ 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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approved May 10, 2018