

Community Action Partnership of Natrona County

JOB TITLE	Fiscal Manager
REPORTS TO	Executive Director
SUPERVISES	TBD
JOB CLASSIFICATION	Administrative
Salary	Starting range is \$64,500 annually; negotiable based on demonstrated skill/competency

PRIMARY PURPOSE The Fiscal Manager for CAPNC will provide administrative leadership that maintains the highest standards for fiscal compliance and financial management. This position ensures the agency is performing with excellence as a steward of public and private funds, while pursuing the mission of assisting those impacted by poverty. This is a salaried, exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties assigned to this job include, but are not limited to, the following examples. Any one position may not perform all listed duties or may perform other duties as assigned.)

The Fiscal Manager's primary responsibilities will include:

- Management of all accounting functions – accounts payable, accounts receivable, electronic banking, monthly reconciliations, close month-end books.
- Prepare financial statements for review by the Board of Directors, with accuracy.
- Preparation and management of annual audit and other compliance monitoring's
- Manager of all insurance policies
- Prepare fiscal year detailed budgets and corresponding cash flow budgets, to be presented to Executive Director and Board of Directors.
- Manager of all payroll functions.
- Administrator of all benefits.
- Maintain responsiveness in communication on all fiscal matters and inquiries, including electronically, to ensure compliance
- Produce budgets for grant applications.
- Prepare financial reports and invoices for grants, Board of Directors and Leadership
- Comply with local, state, and federal government reporting requirements.
- Purchase supplies and equipment as authorized by management.
- Tag and monitor fixed assets.
- Pay supplier invoices in a timely manner.
- Issue invoices to customers.
- Complete and code vouchers for payment.
- Enter accounts payable in accounting system; Ensure receivables are collected promptly.
- Record cash receipts and make bank deposits; Conduct monthly reconciliation of all bank accounts, including credit card reconciliations.
- Maintain Petty Cash funds.
- Complete financial reports required by funders.
- Maintain accounting filing system.

- Maintain chart of accounts.
- Maintain annual budget.
- Calculate variances from the budget and report significant issues to management.
- Comply with local, state, and federal government reporting requirements.
- Process monthly payroll in a timely manner.
- Provide clerical and administrative support to management as requested.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Knowledge of: Considerable knowledge of accounting, bookkeeping and financial non-profit management, including principles and practices under Uniform Guidance that meet industry standards; reasonable knowledge of grant management, personnel management and benefits coordination.

Skill in: Writing clear and concise correspondence, records, reports and statistical data; promoting public relations and partnerships. Must be able to set clear boundaries and ensure that program compliance best practices are observed without exception. **Highly desirable are skills in accounting software management**

Ability to: Communicate effectively in both oral and written form; lead, support, motivate and train volunteers; develop training materials; relate to individuals and respond to their needs; make decisions independently in accordance with established policies and procedures, and use initiative and judgment in completing tasks and responsibilities; work within team concept; utilize problem identification and resolution techniques; work independently and manage time efficiently; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with other employees, volunteers, program sites, outside agencies, committees, and the public.

Education, experience and training: Education and experience generally aligned with an Associate's degree in accounting or business administration, or equivalent business experience, as well as knowledge of bookkeeping and generally accepted accounting principles, OR a satisfactory equivalent combination of education, experience and training. Preference will be given to candidates with a working knowledge of the Sage Intacct Fund Accounting software, MIP/Abila systems. Demonstration of advanced knowledge of other accounting systems will be considered. At time of appointment, must possess valid Wyoming driver's license. **Clean DMV history report required at interview and Criminal history check, including finger print exam may be conducted prior to hire.**

PHYSICAL DEMAND

A. The physical effort typically applied in this job includes (check all applicable boxes):

- | | | | |
|---|---|-----------------------------------|---|
| <input checked="" type="checkbox"/> Bending | <input type="checkbox"/> Carrying | <input type="checkbox"/> Confined | <input checked="" type="checkbox"/> Keyboarding |
| <input type="checkbox"/> Lifting | <input type="checkbox"/> Manipulating | <input type="checkbox"/> Pulling | <input type="checkbox"/> Pushing |
| <input type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Sitting | <input type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Standing |

Walking

B. Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				X
Between 1 & 5 lbs.	X			
Between 5 & 25 lbs.	X			
Between 25 & 60 lbs.				
More than 60 lbs.				

MENTAL OR VISUAL

	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
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	Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
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	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
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X	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
X	

	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.
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WORKING CONDITIONS

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

<input type="checkbox"/>	Dust	<input type="checkbox"/>	Dirt	<input type="checkbox"/>	Heat	<input type="checkbox"/>	Cold
<input type="checkbox"/>	Fumes	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Vibration	<input type="checkbox"/>	Water
<input type="checkbox"/>	Other (specify)						

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this particular job):

X	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
X	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

ATTENDANCE

Regular and consistent attendance is required.

FLSA STATUS

Initial one:

<i>Exempt Status</i>	<i>Non Exempt Status</i>
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