

Economic Security Corporation Job Description

Job Title: Fiscal Director
Department: Fiscal
Reports To: Chief Financial Officer
FLSA Status: Exempt
Revision Date: April 15, 2022
Job Classification: Grade 10

SUMMARY

The Fiscal Director will work with the Chief Financial Officer to provide accounting and business functions necessary for the business operations of ESC. They will have primary responsibility for some functions as assigned while also being familiar enough with other department functions to provide support and backup when needed. Fiscal Director will assume primary responsible for the Fiscal Department when the Chief Financial Officer is absent.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned

- Assist the CFO in all Accounting related functions to maintain work flow and effective operation of the department.
- Will be responsible for proper accounting of funds and grants as assigned by CFO, Including budgeting, account analysis and reporting.
- Responsible for maintaining and coordinating various agency insurance policies, other than those related to employee benefits.
- Coordinate preparation for audits and monitoring's.
- Work with the CFO and other Fiscal department staff in developing policies and procedures as needed.
- Will be particularly familiar with Head Start rules and regulations.
- In-depth account analysis of various general ledger accounts as requested.
- Provide Department Directors guidance and assistance in analyzing financial information from both internal and external sources.
- Be familiar enough with all aspects of Fiscal Department operations to be able to temporarily assist when needed in another function.
- Fiscal Director will have direct supervisory responsibilities for the Fiscal department in the absence of the CFO.

QUALIFICATIONS

Must have good grasp of the general Accounting cycle and how various functions interact and connect. Must have strong Excel skills and prefer functional knowledge of Word and Access Knowledge or experience in accounting for non-profit entities and applicable federal and state accounting methods and regulations. Knowledge and experience in personnel / management / payroll policies and procedures. Ability to elicit cooperation from a wide variety of sources, including upper management, peers, and other staff as well as outside contacts such as funding sources. Ability to effectively prioritize and execute tasks in a high-pressure environment. Must have excellent verbal and written communication skills.

EDUCATION and/or EXPERIENCE

Bachelor’s degree in Business Administration with Accounting Major. Minimum 5 years of experience in finance in a supervisory and management level.

CERTIFICATES, LICENSE, REGISTRATIONS

Must possess a valid driver’s license, have reliable transportation, and meet Missouri automobile liability minimum requirements.

PLANNING AND ORGANIZATION

Must be well organized and able to develop well thought out plans when required.

COMPUTER SKILLS

Proficient personal computer skills, including electronic mail, record-keeping, routine database activity, word processing, spreadsheet, graphics, etc.

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents, ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original and innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and or boards of directors.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be to enable individuals with disabilities to perform the essential functions. The working conditions are well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name