

Northwest Workforce Council

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JOB DESCRIPTION FISCAL DIRECTOR

Position Overview

The Financial Director is the chief financial officer of the Northwest Workforce Council (NWC), a private, not-for-profit Corporation operating employment and training programs in four counties. This position works closely with the Executive Director, the Deputy Director and program management staff as part of the Council's management team.

Responsible for the management and operation of fiscal accounting systems, including the design, evaluation and improvement of those systems. Responsible for tracking and reconciling multiple grants and contracts, which may involve contractors, government agencies and other fund sources. Responsible for integrating new fund sources into existing accounting structure, making changes as required. Responsible for managing the fiscal unit employees of the NWC.

The Financial Director develops and oversees agency and grant budgets and tracks and forecasts expenditures. Responsible for the integration of financial and participant data for management information system reporting and performance analysis.

Guidelines are available in the form of regulations, policies, procedures and generally accepted accounting principles. However, employees are confronted with situations requiring considerable initiative and judgment in reviewing and interpreting guidelines and in adapting them to the NWC's conditions and needs.

AUTHORITY, DUTIES AND RESPONSIBILITIES

- Serves as the organization's chief financial employee, reporting to the Deputy Director.
- Ensures compliance with generally accepted accounting principles and requirements in accordance with Federal and State law, regulations and reporting requirements for other funding sources.
- Responsible for all fiscal recordkeeping functions, including preparing or supervising the preparation of all data entered into the accounting system (e.g., general ledger, accounts payable, payroll, accounts receivable, etc) and the day-to-day maintenance of accounting records, as well as design, documentation, evaluation and modification of accounting systems and procedures.
- Directs and supervises the work of fiscal unit staff; establishes staffing and scheduling requirements; recommends various personnel actions, including selection, promotion, reassignment and discipline. Personally trains or provides for the training of employees. Coordinates the implementation of policies and procedures within the unit as necessary.
- Maintain current documentation of accounting systems and procedures so that staff, auditors and others have a clear understanding of how the system functions.

- Responsible for all fiscal reporting functions, internal and external, including reports required by management, the Council's Board, government entities and other funding sources.
- Acts as key contact with the NWC's external monitors and independent auditors on accounting matters. Responsible to arrange and prepare for annual agency audit and for specific program/contracting monitoring. Conducts or coordinates the monitoring of contractors. Ensures compliance by vendors or subcontractors with all applicable federal, state, county or other regulations. Provides technical assistance to subcontractor agencies regarding financial systems, audit requirements and related regulatory issues. Resolves audit issues and debt collection by serving as audit officer.
- Responsible for cash management and forecasting.
- Responsible for budget preparation and tracking, including analysis of expenditures and rates, identifying problems and developing recommendations for resolution.
- Responsible for timely and accurate preparation of grant applications, quarterly reports and closeouts.
- Assists in the development of cost and price analysis for major procurements including service contract and equipment.
- Serves as the organization's main human resource manager, working with the Executive Director. Prepare employment contracts. Analyze annual benefit renewals and makes recommendations of benefit products for Director's approval. Responsible for management of employee benefit programs and employee communications related to those programs. May perform job classification analysis and recommend salary adjustments for Director's review.
- Performs other fiscal duties as assigned.

WORK QUALIFICATIONS

- Bachelor's degree with major course work in accounting, finance, business administration, public administration or a closely related field
- Minimum of three years progressively responsible accounting or finance experience required including at least one year of not-for-profit, governmental or fund accounting.
- Certification as a Public Accountant is desirable.
- Knowledge of both theory and practice of governmental or fund accounting, particularly as related to private not-for-profit operations.
- Knowledge of automated payroll systems (ABRA desirable).
- Strong knowledge of and experience with computer applications, including knowledge of automated general ledger system (MIP desirable) and advanced knowledge of and experience in developing spreadsheets applications and applications related to financial and data base reporting systems.
- Ability to prepare narrative reports and propose action based on analysis of financial data.
- Ability to train, supervise and evaluate personnel.
- Must have good interpersonal skills, the ability to communicate effectively orally and in writing; the ability to establish and maintain effective working relationships with others.
- Must possess a valid driver's license and pass background check.

RESPONSIBLE TO: Deputy Director

WORK ENVIRONMENT AND SCHEDULE

Primarily office setting which requires standing and/or sitting for extended periods of time. May involve some travel to county locations. Must provide own transportation. Travel reimbursed at fixed or actual rates.

This is an exempt, professional position. The Finance Director shall maintain a full time schedule as may be required to accomplish the duties of the position. Normal business hours are Monday to Friday, 8:00 to 5:00 PM.

BENEFITS

Salary: beginning \$52,000 per year, DOQ. Excellent benefit package including paid employee medical and family dental insurance coverage, an employee assistance program, long term disability insurance, paid vacation and sick leave, eleven paid holidays, and retirement plan. There is a six month provisional period. Subsequent rates of pay depend on experience, length of employment with agency, merit and contract limit.

APPLICATION PROCEDURE:

Candidates must submit a cover letter, resume and names of two work references to kvonnegut@nwpic.bellingham.wa.us, or by mail to PO Box 2009, Bellingham, WA 98227. Applications may be delivered in person at 101 Prospect Street, Bellingham. It is the policy of the Northwest Workforce Council to verify the information contained in application materials. The most qualified candidates will be invited for an interview at their own travel expense.

The NWC reserves the right to extend application deadlines so as to increase the number of applications received; modify the selection schedule as necessary to meet the organization's needs; or to form eligibility lists for, or make appointments to, other positions with similar employment standards.

The Northwest Workforce Council is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available to persons of disability.