

CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY

JOB DESCRIPTION

Position Title:	Director of Finance (Exempt)
Salary Range:	\$52,500 - \$67,800 - \$83,100
Reports To:	Executive Director
Job Summary:	<p>This executive level position plans, organizes and directs the Council's Finance functions. This includes financial operations, budgeting, fiscal oversight, evaluation of funded agencies and programs and supervision of staff.</p> <p>The Director of Finance is responsible for the management, supervision and coordination of the Council's business and finance activities.</p>

Essential Functions

Financial Operations

Directs fiscal planning, accounting and internal control.

Coordinates the annual audit with an independent auditing firm. Prepares the agency's MDA (Management Discussion and Analysis) as required in the annual audit.

Prepares and files fiscal report to Auditor General in accordance with Florida State Statutes.

Consults with the Executive Director on the development of the Annual Budget in accordance with Florida State Statutes and ensures compliance with the State T.R.I.M. (Truth in Millage) Process.

Monitors actual expenditures against Council-approved budget line items and prepares annual revisions to Council-approved operating budget based on actual expenditures.

Provides management oversight for purchasing and inventory control procedures, finance system replacement and/or enhancements.

Coordinates Requests for Proposals (RFP)/competitive bid processes from development to recommendation of contractor. Consults with Council appointees in accordance with appropriate Federal laws, state statutes, and CSCMC policies and procedures.

Oversees and approves payroll processing, direct deposit procedures and reporting requirements.

Oversees the collection and disbursement of Council funds in accordance with legal requirements and regulations.

Manages the investment of cash in excess of the Council's monthly operating requirements.

Attends Council meetings and presents financial and budget reports.

Serves as a member of the senior management team working in partnership toward common organizational goals.

Funded Agencies and Programs

Participates in the annual RFP development, Funders Workshop and Community Review process.

Develops procedures and policies for fiscal oversight of funded agencies.

Provides technical assistance to funded agencies regarding budget preparation, amendments and reimbursement requests.

Participates in SAMIS (Services and Activities Management Information System) fiscal users group in the State.

Monitors and oversees the maintenance of files and records of funded agencies and programs, including compliance with fiscal related contract requirements.

Staff Supervision

Leads staff in processes that evaluate and analyze funder/customer need to improve efficiencies and quality of service delivery.

Motivates and encourages staff to achieve their individual goals and to collectively achieve the Council's mission.

Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity and teamwork.

Ensures that all team members are treated fairly, respectfully and encourages open communication to consider the ideas and opinions of others. Reviews staff assignments for appropriateness.

Encourages staff participation in workshops, seminars for skill development and enhancement.

Other

Performs other duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Standards: principles and practices of governmental accounting and budgeting, public administration and personnel management; applicable laws, rules, ordinances and regulations; good knowledge of computer technology, accounting software, standard office procedures.

Ability to use spreadsheets and other computer applications related to the position; learn and utilize new technology.

Ability to plan, direct and coordinate the work of direct reports and develop effective working relationships within and outside of the agency.

Ability to provide leadership, counsel, motivation and constructive performance reviews to staff.

Ability to teach, mentor and develop staff.

Ability to develop, execute and monitor project plans.

Ability to prepare and maintain accurate records and reports.

Ability to adapt to organizational change, growth and development.

Qualifications

Graduation from an accredited four-year college or university with major course work in business, accounting, public administration or a related field and ten years of increasingly responsible work in accounting, financial management and staff supervision. Experience in governmental accounting and finance preferred.

Physical Activity & Working Conditions

This position requires sitting, reaching, repetitive motions, talking, finger dexterity, hearing and visual acuity.

The employee must travel to off-site facilities visiting agencies throughout the service area and participate in off-site meetings and conferences.

The employee is subject to inside office environmental conditions. There is a protection from weather conditions but not necessarily from temperature changes.