

## JOB POSTING

**Position Title:** Fiscal Director

**Agency:** Community Action Partnership

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Community Action Partnership for Madison County (CAP) is a private, non-profit 503 © agency that assists individuals and families through a variety of programs. Established in 1986, the agency provides services in Madison, Herkimer and Oneida counties. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC and housing. CAP believes in developing staff to their full potential and strives to offer work life balance and a great benefits package.

**JOB SUMMARY:**

The Fiscal Director is part of the senior management team and works closely with the Executive Director in the strategic operations of the Agency. Primary duties of this position include oversight of the fiscal department and staff, maintaining financial systems, monitoring and developing fiscal policies, maintaining the agency's system of internal controls, budgeting and cash flow, fiscal interface with all departments, contract management, financial analysis including examination of potential growth opportunities and financial reporting to various stakeholders including the agency board of directors, grantors, private and public investors. The Fiscal Director's role requires the ability to communicate complex financial information to a variety of listeners. Compliance is an important component of the Fiscal Director's responsibilities and requires familiarity with federal, state and local regulations. The Fiscal Director works with the Executive Director in maintaining strong banking and insurance relationships.

This is a full time, exempt position based out of Morrisville.

**Qualification And Skills:**

- BA degree preferred in Business Administration, Finance or Accounting and 5 years related experience.
- Experience using computerized accounting system (Fund EZ or comparable grant accounting software,)
- Good communication skills and ability to work with staff, private and public investors, and vendors.
- Valid driver's license and own transportation.

If you are interested in being considered for this position, please submit your resume, cover letter and three professional references to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AE. Candidate must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check.