

## Job Posting

**Position Title:** Fiscal Manager

**Agency:** Community Action Partnership

**Classification:** Exempt

### **Agency:**

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, crises management, parenting and mentoring.

### **JOB SUMMARY:**

Work with the Fiscal Director to ensure efficient fiscal department operations, accuracy and security of the financial records, adherence to internal controls and compliance with not-for-profit grant and governmental regulations. Able to perform all fiscal department operational tasks at a high level of proficiency.

Responsible for monitoring all cash accounts and cash receipts. Supervise staff performing fiscal cash receipt functions. Implement internal control procedures.

Responsible for monitoring all cash disbursements. Review vendor invoices or Check Request Forms approved by Executive Director or Program Managers. Ensure appropriate allocation of costs to programs in accordance with agency Cost Allocation Plan. Monitor staff performing accounts payable functions. Oversee purchasing functions of the agency.

Oversee preparation of bi-weekly payroll. Review reports and tax returns provided by payroll service and confirm timely deposit of employment taxes. Monitor and approve changes in grant allocations, pay rates and deductions and addition of new staff. Supervise administration of employee benefits, payments to vendors and employee benefit hour records.

Assist in the preparation of financial reports to federal, state, local and private investors as required under grant contracts. Maintain compliance with contractual regulations and reporting requirements. Cooperate with all investors by responding to inquiries and providing information. Ensure that all vouchers are submitted and payments received as due. Maintain financial reporting calendar.

Assist the Fiscal Director while working with the agency's independent auditors and auditors from grantor agencies during site visits. Assist in the organization and presentation of all records and information as requested.

### **Annual Responsibilities:**

- Set up all financial books in the agency for all programs at the beginning of each fiscal year and each contracted budget year.

- Oversee preparation of IRS 1099-Misc tax forms to independent consultants. Review W-2 forms from payroll service.
- Supervise annual physical inventory review.

**QUALIFICATION AND SKILLS:**

- Bachelor degree in Business Administration, Finance or Accounting and a minimum of three years' experience, not-for-profit accounting experience preferred.
- Personal computer experience using computerized accounting system (Fund EZ or comparable grant accounting software,) Microsoft Excel, Word and Outlook software.
- Ability to work with staff, private and public investors, and vendors.
- Valid driver's license and own transportation.
- Must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check.

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