



Job Title: Fiscal Director

FLSA Classification: Exempt

Starting Salary: \$95,000 - \$100,000

## About Us

The mission of the Will County Center for Community Concerns is to assist and enable low-to-moderate-income individuals to obtain the opportunities needed to prepare themselves for self-sufficiency.

## Job Purpose

Reporting to the Executive Director, the Fiscal Officer will be responsible for the oversight of all finance, accounting, budget, and financial reporting activities. The Fiscal Officer will be involved in supporting presentations to the Board of Directors and audit committee and be a part of the senior leadership team. The Fiscal Officer will lead all day-to-day financial operations, including functional responsibility over accounting, accounts payable, accounts receivable, payroll, cash management, and administration of financial grant functions and reporting. This will include supervisory duties over staff supporting the fiscal operations. The Fiscal Officer will work closely with program managers and staff to not only educate them regarding finance and accounting procedures and requirements, but also to explore how the fiscal office can best support program operations.

## Duties and responsibilities

### **Accounting, Payroll, Financial Systems and Financial Controls:**

- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and disbursements.
- Prepare RFP for auditor selection and assist the Finance Committee and Executive Director with final selection.
- Prepare for and oversee annual external audit, review results, and recommend approval of audited financial statements. This would include the preparation of client assisted work papers as requested.
- Prepare for and oversee grantor monitoring requests as needed.
- Regularly analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep Executive Director and Board of Directors abreast of WCCCC's financial status.
- Generate quarterly reports and financial statements that are reported to the Board of Directors.
- Develop and review cost allocation plans to accurately assess grants for administrative, operational, and overhead costs of WCCCC.



- Oversee all financial, project/program, and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Manage organizational cash flow forecasting by working in partnership with the program managers; continually collaborate with program managers to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Develop and implement month-end procedures for assuring timely reports to Executive Director and program managers.
- Review, code, and approve accounts payable invoices and check requests for processing, including verification of unencumbered budgeted funds for expenditures.
- Manage payroll function ensuring accurate, efficient systems, process and controls.
- Oversee the payroll tax reporting requirements and ensure timely payment of all payroll taxes and reports as needed.
- Oversee cash management, including banking relationships. Reconcile all bank accounts monthly.
- Lead the development of new procedures and revisions to existing procedures as related to fiscal operations and controls, including training staff, preparing documentation and forms, and evaluating effectiveness.
- Assure compliance with fiscal policies and procedures across all levels of the organization.

#### **Leadership and Management:**

- Develop Finance and Accounting goals that are aligned with organizational goals.
- Provide ongoing fiscal information and education to leadership team and staff to enhance their overall understanding of the information provided to support program goals and objectives.
- Review and update fiscal policies on a regular basis to achieve continual improvement and optimal output as well as compliance with regulations.
- Review and update budget processes on an on-going basis to achieve continual improvement and to be more inclusive and meaningful to the Board, administration, and staff.
- Advise Executive Director and management team of known risks, areas of non-compliance, and/or areas for improved controls or procedures.

#### **Budgeting**

- Direct WCCCC's leadership team and staff in the annual budgeting process.
- Prepare annual operating budget for approval by the Board of Directors, utilizing the input from the leadership team and staff, and providing amendments to the budget as needed to address any changes in organizational projects.
- Administer and compare budget-to-actual results with a view to identify, explain, and correct variances as appropriate.
- Review and approve all program/grant budget proposals prior to submission to granting agency. Assure alignment with overall agency budget.
- Provide regular fiscal reports to program managers regarding their budget-to-actual status to assist in obtaining organizational and programmatic goals and objectives.



## Qualifications

The person holding the position of Fiscal Officer must have a bachelor's degree in accounting, finance, business administration or a related field. A minimum of five years of experience in a management level accounting position is required, preferably within a non-profit business association or membership organization. Incumbent must have an established and positive record in organization operations work including management of fiscal operations. In addition, the person must have good record of team management, team building, organization development and change, financial planning and management and project management. Excellent written and oral communication skills are also required. A strong desire to continually learn and develop professional skills is a must.

### **Performance Expectations:**

Quality, accuracy, thoroughness, reliability, and timeliness of work performed. Positive promotion of services provided by the Agency where possible and appropriate. Effectiveness of communications and development of good working relationships with management, co-workers, members, and outside resources. Clarity, courtesy, and tact in interpersonal contacts. Maintenance of confidential business information and ethical conduct.

### **Knowledge, Skills, and Abilities:**

- Bachelor's degree in accounting, finance, business administration or related field required. A minimum of five years of experience in a management-level accounting position is required, preferably within a non-profit business association or membership organization.
- Qualifications would include fund accounting management, budgeting, and grant accounting experience.
- Ability to work effectively with people at all levels of the organization (fellow employees, partners, state, and federal agency officials, etc.).
- Experience developing, implementing, and maintaining budgets.
- Detail-oriented. Working knowledge of funding resources.
- Knowledge or ability to acquire knowledge in programmatic areas of activity.
- Excellent interpersonal and communication skills required.
- Proficient in Microsoft Excel, Word and Outlook.
- Knowledge of Financial systems.
- Ability to multitask and prioritize work.
- Ability to be responsive to a changing environment.
- Knowledge of state and federal government grants required.

## Benefits Summary

We offer:

- 15 Paid Holidays
- Vacation



- Sick Leave
- Personal Leave
- Medical
- Dental
- Vision
- Disability and Life Insurance
- 403(B) Retirement Plan

#### How to Apply

Please email resume and references to Karri Taylor, Office Manager, at [ktaylor@wcccc.net](mailto:ktaylor@wcccc.net). Please visit [our website](#) for additional information on our programs and other employment opportunities.

The Will County Center for Community Concerns is an Equal Opportunity Employer