

CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

POSITION DESCRIPTION

DIRECTOR OF FINANCE AND OPERATIONS

REPORTS TO: Executive Director

Position Summary:

The Director of Finance and Operations (DFO) is responsible for leading and supporting seamless fiscal, operations and human resource management systems, procedures, and processes for the Children's Services Council of Leon County (CSC Leon), under the direction of the Executive Director. The ideal candidate will be a seasoned professional with specific expertise in fiscal management, organizational governance, have working knowledge of human resource management/best practice, and IT/operations management. The DFO will be a member of the senior leadership team, and assist with strategic decision-making, working with the Executive Director, other key staff, and the Governing Council to establish long-range goals, strategies, plans and policies to improve the lives and outcomes of children, youth, and families in Leon County. Also, the position will liaise with external contractors, as determined necessary.

This is a non-graded, full-time salaried position with benefits.

Primary Responsibilities:

The DFO has primary responsibility for overseeing all budget and fiscal functions, and CSC Leon operational policies and procedures. Additionally, the position will oversee human resource functions, IT operations and systems, procurement, and grants management.

Duties and Responsibilities:

- Assist in the preparation/revision of annual agency budgets for presentation to Council.
- Work with the CPA, prepare monthly, quarterly, and annual financial statements and reports for the Executive Director and Council, as well as any other internal or external financial documents required for the management of the organization.
- Develop and implement systems and procedures for the financial management of the Council, in compliance with all federal, state and Council requirements, and generally accepted governmental accounting principles.
- Monitor the financial performance against applicable budgets and recommend any necessary corrective action.
- Maintain General Ledger chart of accounts.
- Review all program insurance requirements on a periodic basis and recommend any necessary changes.
- Perform funding-related functions, including budget and expense analysis, monthly and quarterly payables, financial reporting, reconciliations, re-budgeting, etc.
- Serve as financial point of contact for funded community partners (entities funded by the Council).

- Serve as human resources coordinator responsible for onboarding, setting up payroll, background screening, etc. (working with external contracted vendor).
- Oversee IT managed services contract (working with external contracted vendor).
- Implement and manage financial management platform for funded community partners.
- Review monthly accounts receivable and accounts payable invoices and provide account codes, when appropriate, for proper grant accounting and management.
- Produce budget and expense analysis reports.
- Review and approve monthly and quarterly reports from funded community partners; also monitor said entities for financial compliance.
- Provide all required information and follow-up actions for annual audit conducted by outside CPA Firm.
- Review and approve payroll change reports prior to submission to third party payroll servicer.
- Review and approve payroll transactions.
- Coordinate the monthly review and reconciliation of cash accounts; liaise with the contract CPA to prepare monthly bank reconciliations and cash flow analysis.
- Oversee procurement activity of the Council, ensuring that all ethical and legal standards are met.
- Serve as the Council's financial point of contact, including supporting required audits and/or reviews.
- Identify and recommend cost-savings initiatives for program activities and the Council.
- Perform other related duties, as assigned.

Experience, Knowledge, Skills, and Abilities:

- Considerable knowledge of principles and practices of governmental or not-for-profit agency management, fiscal management and administration in the operation of a complex organization.
- Ability to communicate effectively, both orally and in writing.
- Able to think independently and use problem-solving skills.
- Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
- Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

Minimum Educational Requirements:

Bachelor's degree and five (5) years or more successful experience OR Associate's degree and seven (7) years or more successful experience supporting a senior official in a governmental, not-for-profit agency or complex business environment performing high-level administrative duties.

Physical Demands & Working Conditions:

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Compensation:

\$85,000 - \$95,000, commensurate with experience and qualifications, plus benefits.