

Nature of Work

This is very responsible administrative and financial work involving complete responsibility for all accounting and related financial transactions for the organization. The incumbent performs a wide variety of accounting functions and may assist with supervising the accounting staff in the corporate office. Primary responsibilities include: the implementation of accounting procedures that adhere to financial standards (GAAP & GASB) for the entire organization and accurately reflect the agencies financial position. Additional duties include providing financial support to program managers, preparation and review of financial reports, maintenance of fixed assets, preparation and coordination of audits, and development of the annual budget. Activities associated with the position require a strong background in financial management and accounting, dedicated attention to detail, excellent organizational and administrative skills, and the ability to supervise and direct activities of support staff. Job performance is evaluated by the Executive Director through review of the accuracy and thoroughness of financial operations, fiscal accountability, ability to supervise and coordinate accounting functions and level of assistance provided for all programs managed by the agency. Job activities are also subject to state audit, independent auditors and contract/program monitor audits.

Illustrative Examples of Work

- Provides assistance to Program Managers and administrative staff on issues pertaining to financial management, accounting procedures, and payments to vendors and service providers.
- Works with agency Program Managers to create systems and reports to meet grant, programmatic and managerial needs.
- Develops and administers the Agency's administrative cost allocation plan equitably to all programs.
- Designs and implements internal financial controls to ensure accuracy, provide sufficient audit trails, and compliment organizational policies and procedures;
- Prepares and reviews monthly financial statements and related documentation for presentation to the Board of Directors and Executive Director.
- Ensures the proper maintenance and accuracy of fixed assets, inventories and contract documents.
- Prepares cost reports and financial forecasts for program operations on a fiscal year basis.
- Compiles and prepares documentation for financial audits for all programs and operating departments.
- Prepares the annual budget for the agency and monitors compliance during the fiscal year.
- Assists with the selection of vendors for large purchases and computer and networking solutions.
- Interacts with state government officials, attorneys, independent auditors, and banking institutions to obtain and relay financial information.
- Reviews and files annual tax returns and prepares monthly journal entries for account reconciliations, etc.
- Researches monthly variances and assists with journal entry corrections and monitors additions and/or deletions to balance sheets.
- Ensures that all contract budgets are not exceeded and reviews all contract budget revisions as needed.
- Prepares the annual Indirect Cost Rate Proposal and Charitable Solicitations Form.
- May supervise and direct the activities of the Bookkeeper as directed by the Executive Director.
- Processes all paperwork required for new employees and maintains all employee personnel files.
- Maintains permanent company business files and reports.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year college or university with a B.A. (B.S.) Degree in accounting, financial management, or closely related field; significant experience in corporate accounting and

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computerized accounting systems; considerable experience monitoring contract provisions and budgets; strong organizational, problem solving and interpersonal skills; ability to deal with complex and detailed information in an accurate manner; experience supervising the activities of support staff; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Extensive knowledge of standard accounting practices and procedures (GAAP & GASB) pertaining to accounts payable, accounts receivable, payroll, internal controls, cost accounting and financial analysis.
- Extensive knowledge of the programs and services offered by the agency including CSBG, Head Start, Energy Assistance, Weatherization, Commodities, HOME, THDA, FEMA, HPG, etc.
- Extensive knowledge of OMB Circulars A-133 & A-122 pertaining to the financial reporting requirements for non-profit agencies (501c3).
- Extensive knowledge of computer database applications including spreadsheet applications, database management, word processing and propriety software applications utilized by the agency.
- Extensive knowledge of federal and state regulations pertaining to auditing and disclosure requirements.
- Thorough knowledge of fixed assets, inventory maintenance, and depreciation and amortization schedules.
- Thorough knowledge of acceptable payroll processes and procedures including documentation of time, required paperwork and documentation of employees, reporting requirements, etc.
- Thorough knowledge of the federal and state regulations pertaining to taxable and non-taxable income, contractor requirements, etc.
- Thorough knowledge of state regulations, grant stipulations and reporting requirements pertaining to agency managed programs and initiatives.
- Considerable knowledge of supervisory practices and techniques pertaining to the coordination and motivation of subordinate staff.
- Ability to implement financial policies and procedures to ensure the accuracy and integrity of financial information.
- Ability to work with detailed and complex information in an accurate, thorough and organized manner.
- Ability to organize personal activities and direct the activities of subordinate staff to meet all established deadlines and reporting requirements.
- Ability to adhere to established organizational policies and procedures pertaining to accounting operations.
- Ability to organize work related files and documentation in an organized and accessible manner.
- Ability to maintain organizational standards of integrity while performing work related activities.
- Ability to interact with co-workers in a courteous, professional, and considerate manner.
- Skill in the use of computer hardware components including processing units, keyboards, disk drives, etc.
- Skill in the use of computer software applications including word processing, database management, spreadsheet applications and propriety software applications.

Necessary Special Requirements

- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.
- The incumbent is subject to a pre-employment and random drug and alcohol screening.
- Bilingual (English/Spanish) preferred.

Note: This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.

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Highland Rim Economic Corporation
06/18/2015

Signature _____

Date _____

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