

Associate Director of Finance (ADF)

Position Description



East
Central
Illinois
Community
Action
Agency

Job Title: ADF
FLSA Status: Exempt
Pay Grade: 3
Pay Range: \$50,619.88 - \$75,929.82
Reports To: Chief Executive Officer
Latest Review: October 2018

Primary Purpose:
 Responsible for overall planning, direction, and control of the business functions of the Agency including payroll, accounts payable, financial reporting, auditing protection of assets, timely payment of taxes, account reconciliations including bank accounts, revision, and approval of all budgeted expenditures. Responsible for the development and administration of subcontracted portions of the program. All of the above-listed duties are subject to the directions and approval of the CEO.

Specific Duties & Responsibilities:

1. Administer and coordinate all financial and accounting functions necessary to ensure the effective operation of the Agency by sound business practices and applicable regulations.
2. Prepare and monitor annual budget for the Agency by July 1st of each year and submit to the CEO. Conduct or supervise financial, statistical and analytical studies to support new or revised budgets.
3. Oversee or conduct continuing review and evaluation of actual expenditures versus available funds to assure effective managerial control of funds.
4. Plan and direct the preparation of program financial reports and statements for the Board of Directors, funding sources and other entities requiring such reports.
5. Oversee and coordinate Agency internal and external audits. Assure that all information is available to the auditor.
6. Review and evaluate the results of audits of the operation of the Agency. Develop recommendations and counsel administrative staff in implementing required modifications.
7. Administer the financial portions of required subcontracts, subject to the directions and approval of the CEO.
8. Prepare the financial portions of new or revised program proposals to assure compliance with all relevant guidelines and regulations.
9. Establish and maintain effective working relationships with state and federal funding sources and other agencies directly involved with Community Action programs.

Required Knowledge, Skills & Abilities:

1. Requires a Bachelor's Degree in accounting, finance, business administration or related field with equivalent educational development and training, including knowledge of Generally Accepted Accounting Principles (GAAP).
2. Requires ten years professional financial management experience, preferably within a not for profit with five years supervisory experience.
3. Requires working knowledge of state and federal law and regulations governing each funding sources.
4. Bonding with internal and external stakeholders.
5. Requires management and interpersonal skills necessary to supervise subordinate staff, and work with the Executive Leadership staff.
6. Requires knowledge of computers and automated accounting packages.
7. Requires the ability to travel to meetings, training, or work-sites as required.
8. Must pass all criminal background clearances.
9. Ability to speak Spanish desired.
10. CPA desired.

Mission Statement:

The mission of East Central Illinois Community Action Agency is to bridge the gap between economic, cultural, or social dependency and

	<i>self-sufficiency by providing information, training, education, and other services to the disadvantaged.</i>
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<p style="text-align: center;">East Central Illinois Community Action Agency</p>	<p>Duties & Responsibilities Cont.:</p> <ol style="list-style-type: none"> 10. Provide training, direction, and support to subordinate staff as required. Conduct a written evaluation of staff performance at least annually. 11. Administer liability insurance. 12. Prepare and analyze cost allocations. 13. Conduct regular, scheduled staff meetings, and ensure minutes are duly recorded and forwarded to CEO. 14. Schedule and conduct staff meetings with each program area to ensure compliance with budgetary goals at least monthly. 15. Report to the Board of Directors as directed by the CEO. 16. Actively participate in carrying out the mission of the agency by participating in training and staff meetings. 17. Identify and recommend to CEO programming operation issues and needs for clarification of policy and procedures. 18. Assure uniform, fair treatment of customers and staff. 19. Perform other duties as assigned.
<p style="text-align: center;">ADF Page 2</p>	<p>Desired Outcomes:</p> <ol style="list-style-type: none"> 1. Vendors and customers will receive timely, accurate payments. 2. Factual, timely financial reports will be produced for management decision making. 3. Financial audits will reveal quality fiscal record keeping and sound decision making. 4. Fiscal growth for the Agency through sound fiscal processes, use of resources and investment strategies. 5. Internal controls are effective, leading to sound accounting tracking systems.

Please send completed applications and resume to hrrassistant@comaction.org. Applications may also be delivered in-person to 56 N. Vermilion Street, Danville, IL, 61832.