



National Resource Center on Domestic Violence

Job Description

JOB TITLE: Fiscal Manager

DEPARTMENT: Operations

STATUS: Exempt

REPORTS TO: Vice President of Advancement & Organizational Sustainability

SUPERVISES: Fiscal Specialist

SUMMARY

The Fiscal Manager is responsible for the management of all financial/accounting functions of the organization. The Fiscal Manager applies principles of government and non-profit accounting to analyze financial information and prepares financial reports, prepares budgets, oversees the preparation of federal, state or local tax returns of the organization, develops accounting systems and related procedures, and oversees the development and reimbursement related activities of the organization by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage the financial accounting and management functions of the NCRDV, including but not limited to:
 - Developing and maintaining timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP), government accounting standards board (GASB) and financial accounting standards board (FASB);
 - Developing, implementing, and ensuring compliance with internal financial and accounting policies and procedures;
 - Preparing all supporting information for the annual audit and liaise with the Board's Finance Committee and the external auditors as necessary in conformity with OMB Circulars A110, A122, A133 and any updates;
 - Documenting and maintaining complete and accurate source documentation for all financial transactions;

- Developing and maintaining financial accounting systems including charts of accounts for cash management, accounts payable, accounts receivable, credit control, and petty cash;
 - Reviewing monthly results and implement monthly variance reporting;
 - Managing the cash flow and prepare cash flow forecasts in accordance with policy;
 - Overseeing the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable;
 - Providing assistance in the use of Concur, the automated system used for processing travel expense reports;
 - Developing and implementing policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation requirements; and
 - Managing the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.
2. Supervise payroll preparation and benefits administration, including but not limited to:
- Providing direction on compilation and preparation of payroll and benefits according to organizational policy and legal requirements. Interpreting organization's policies and government regulations affecting payroll procedures;
 - Overseeing all payroll functions completed by the Fiscal Specialist through the automated system to ensure that employees are paid in a timely and accurate manner;
 - Managing the employee insurance and benefits plans according to allocation methodology and annually updating benefits' censuses;
 - Serving as a liaison between NRCDV and its employee benefits vendors;
 - Processing and submitting statutory and benefits remittances on time and issuing mandatory notices;
 - Preparing payroll related reports and benefits census reports as necessary;
 - Coordinating annual open enrollment for health insurance and other benefits, COBRA notifications and enrollments; and
 - Collecting appropriate data and ensuring that the organization complies with periodic tax payments, information reporting and other taxing authority requirements.

3. Assist with grant management, including but not limited to:
 - Maintaining and updated online grants payment systems;
 - Preparing and submitting required financial reports through the grants management online systems;
 - Maintaining an updated list of current grants and revenue streams; and
 - Assisting with the annual grants closeout process.

4. Provide integral support to budget preparation and reporting process, including but not limited to:
 - Assisting with annual budget preparation in consultation with the VP Advancement & Organizational Sustainability, President & CEO, and Treasurer and/or Finance Committee;
 - Maintaining financial records for each project in a manner that facilitates management reports;
 - Ensuring that accurate and timely financial statements are prepared in accordance with contract agreements with funders;
 - Preparing accurate and timely reporting on the financial activity of individual projects; and
 - Assisting the VP Advancement & Organizational Sustainability, Chief Executive Officer and the Board Treasurer with financial reporting as required at Board meetings

5. Provide assistance with the financial management of contracts and other encumbrances, including but not limited to:
 - Supervising the expenditure of obligations and preparing relevant reports for Senior Directors and for other purposes in coordination with the NCRDV Fiscal Specialist;
 - Reviewing contracts, internal systems for purchase orders, vouchers, travel requests, and supervising preparation of reports to substantiate individual transactions.

OTHER DUTIES

- Supervises the Fiscal Specialist providing necessary support and appropriate direction
- Participates in the NRCDV Management Team and Board Finance Committee meetings.
- Cross train on Payroll and Accounts Payable

SUPERVISORY RESPONSIBILITIES

Supervises the following employees: Fiscal Specialist in the Fiscal Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) in accounting or business administration is preferred and a minimum of five (5) years related experience in nonprofit or governmental financial management required. Knowledge of GASB/FASB/GAAP principles is required.

- Experience in payroll and benefits administration and accounting.
- Experience with effective accounting computer systems/software.
 - Accounting
 - Word processing
 - Databases
 - Spreadsheets
 - E-mail
 - Internet
- Knowledge of generally accepted accounting principles
- Knowledge of federal and state legislation affecting non-profits

- Knowledge of Fair Labor Standards Act, benefits regulations, etc.
- Knowledge of the nonprofit and grants accounting principles
- Experience in budget development, accounts payable, accounts receivable, payroll management, cash flow management and taxes.

COMMUNICATIONS SKILLS

Ability to read, analyze, and interpret complex financial information, or governmental regulations. Ability to assess end user needs and write financial reports, business correspondence, and procedure manuals that meet those needs. Ability to effectively present information and respond to questions from groups of managers, consultants, board members, employees, and others.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inferences. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY/SOCIAL/OTHER SKILLS

- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger or handle, speak and/or listen/hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

OTHER SKILLS AND ABILITIES

A commitment to the mission, goals and values of NRCDV is required.

TRAVEL REQUIREMENTS

Occasional travel between NRCDV office in Harrisburg, PA and Washington, DC required, as well as some other national travel.

To apply for this position please email your resume and cover letter to humanresources@nrcdv.org.

No phone calls please.