**Community Action Partnership of Cambria County**

**Chief Fiscal Officer (Salary Exempt)**

Reports to: Executive Director Department: Administrative

Classification Group: U

Date: April 20, 2020 Approved by: Jeffery L. Vaughn

Executive Director

**JOB SUMMARY**:

1. This position involves specialized work in coordinating and supervising the agency’s overall Fiscal department.

**ESSENTIAL FUNCTIONS:**

1. Direct all agency financial matters, including receipt, withdrawal, and disbursement of monies, maintenance of accounting records and preparation of financial statements and reports.
2. Hires and supervises Fiscal Office personnel.
3. Provides and up-to-date status of all grants to be used as a management tool.
4. Ensures that all transactions are properly recorded in agency books and that they are properly verifiable by reference to supporting documents in the files.
5. Arranges for audits according to grant specifications, working closely with the auditors, and making adjusting entries as required.
6. Develops and implements procedures relative to payroll preparation, insurance coverage’s, and the banking of funds.
7. Prepare budgets and business plans for both non-profit and for-profits ventures if applicable.
8. Oversees procedures for property management and control, budgetary control, and purchasing to include the seeking of bids, contracting for the services, and approval of purchase orders.
9. Oversees the operation of Fiscal computer system including training and future hardware and software additions.
10. Provides regular financial reports to the Agency Board of Directors.
11. Performs other reasonably related duties as assigned or required.

**ADDITIONAL RESPONSIBILITIES**:

1. Acts in the capacity of the Executive Director during the absence of this individual.
2. Attend evening meetings as required and perform overnight travel as necessary.
3. Participate in required job-related training.

**KNOWLEDGE, SKILLS, AND ABILITIES**:

1. Working knowledge of computers, including MS Word, Excel, and other related programs.
2. Working knowledge of non-profit funding and social service systems.
3. Ability to supervise assigned staff.
4. Ability to write clear, accurate, and logical reports.
5. Ability to deal tactfully with the public.
6. Working knowledge of accounting principles and procedures.

**MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:**

1. Bachelor’s Degree in Accounting or related field. (Required)
2. One to three years’ experience in managing contracts and budgets. (Preferred)
3. One to three years’ experience in supervision of staff. (Preferred)
4. Certified Public Accountant. (Preferred)
5. Knowledge of accounting software programs. (Preferred)
6. Current PA drivers’ license and reliable transportation. (Required)
7. Must be bondable. (Required)

EMPLOYEE’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_