

EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

JOB DESCRIPTION: FINANCIAL DIRECTOR

REPORTS TO: EXECUTIVE DIRECTOR

STATUS: Exempt



**SALARY RANGE THROUGHOUT
EMPLOYMENT: \$70,000 - \$88,000**

The Coalition is a fully tobacco-free environment, to include the interior and exterior of all premises and Coalition-owned vehicles.

The Financial Director shall be responsible for all financial operations of the Coalition, including the daily operating procedures associated with non-profit grant accounting and fiscal integrity functions. The Financial Director shall be in charge of reimbursement procedures for Coalition Providers. This position will assist the Executive Director with fiscal planning, revenue and expense projections, and fiscal and client eligibility monitoring of contractors.

Requirements:

- Bachelor's Degree in fiscal management, accounting, or a directly related field plus three years experience in systems analysis, fiscal management analysis, and contract management preferred or a minimum of ten (10) years of government financial management experience and a minimum of three (3) courses of college level accounting coursework and reasonable annual progress toward Bachelor's Degree.
- Familiarity with federal and state grant accounting and government regulations relating to fiscal responsibility preferred.
- Knowledge of early education and care is preferred.
- Proficient in the use of computerized financial/accounting software (such as Quick Books, Great Plains, etc.) and Microsoft Office, including Word, Excel, PowerPoint, Access and SAGE.
- Must meet financial bonding requirements.
- Must pass a criminal background check.
- Must be available to work flexible schedule to accommodate early morning, late afternoon or evening meetings.
- Out of town travel may be required.
- Must demonstrate the ability to
 - compile, organize, and analyze data;
 - develop policies, procedures, standards and rules;
 - review and evaluate plans and programs;

- establish and maintain a liaison with other agencies;
- plan, organize and coordinate multiple work assignments;
- effectively communicate (in oral and written format);
- develop requests for proposals, conduct contract evaluations and perform contract management.
- Must demonstrate strong skills in
 - public and customer service;
 - organization and effective records management practices;
 - budget preparation and reporting;
 - problem-solving techniques.
- Professional appearance and presentation.
- Ability to bend, lift and carry up to 25 pounds.
- Must have a valid Florida driver's license, proof of insurance and reliable transportation.

Duties and Responsibilities:

- Provides fiscal guidance, assistance and support to develop and implement budgets for Coalition operation in accordance with federal and state statutes and Coalition funding agencies.
- Establishes, maintains and manages the corporate books of accounts.
- Develops and maintains fiscal, accounting, purchasing and procurement procedures in conformance with generally accepted accounting practices, applicable OMB circulars, state statutes and Coalition funding agency requirements.
- Manages accounts payable and accounts receivable, processes staff reimbursements, maintains personnel records, and coordinates payroll processing.
- The Financial Director shall also be responsible for implementing an in-house payroll management system.
- Analyzes expenditure data on at least a monthly basis to facilitate service delivery while maintaining budget integrity including tracking of major early education and care data (e.g., OCA expenditures, waiting lists, children served, provider composition).
- Prepares monthly invoices, manages cash, and ensures reconciliation of bank statements.
- Develops bidding procedures and packages, facilitates contract negotiations, and prepares all contract documents related to Coalition and contractor responsibilities and obligations, managing full contractor compliance.
- Oversees contractor fiscal administration activities, to include provider reimbursement. Works with contractors to develop appropriate corrective action plans if necessary.
- Prepares and submits all required federal and state reports including those relevant to corporate status. Coordinates completion of corporate audit.
- Prepares and presents timely management information which merges budget and program performance data including budget variance and early education and care resource forecasting.
- Coordinates with and advises Coalition staff, contractors and others and provides technical advice, answers to questions, interpretations of fiscal requirements and policies as they pertain to expertise.
- Attends meetings, trainings, and conference calls as appropriate.
- Ensures contractors remain updated and current with federal, state and Coalition policy direction concerning all issues pertaining to fiscal responsibilities of child care programs.

- Maintains up-to-date knowledge and familiarity with the Florida School Readiness Act (FS 411.01), the Voluntary Pre-Kindergarten Program (HB 1A), and other relevant federal, state and local statutes, regulations and policies including their requirements and effect on local communities.
- Other duties or responsibilities as required and identified by senior management.

Assignment Location:

Individuals may be assigned by management, on a permanent or temporary basis, to any Coalition office located in Pasco or Hernando County.

I, _____, have read the requirements as listed above.
I understand and accept the duties and responsibilities as described.

Employee Signature

Date

Employer Signature

Date

Date Approved: July 16, 2009
Date Amended: January 25, 2010
First Revision Date: March 1, 2011
Date Revision Approved: March 17, 2011
Second Revision Date: September 15, 2011