

Position: EOAC Chief Financial Officer (CFO)/Controller

Job Status: Grade 14, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

II. Minimum Qualifications:

- Primary responsibility is to direct all financial affairs of the corporation using generally accepted accounting principles, including accounting, payroll, budgeting, billing-reimbursement, credit and collections and other financial matters as directed by the Executive Director. The position of Chief Financial Officer/Controller is delegated the authority, responsibility and accountability necessary for carrying out the assigned duties.
- Bachelor Degree in Accounting from an accredited college or university and a CPA designation
- Must have five (5) years of managerial accounting experience
- At least three (3) years experience in accounting for state and federal grants with a working knowledge of OMB Circulars A-87, A-110, A-122 and A-133
- Experience in supervision of personnel
- Must possess a track record of advising at the highest level and participating in major strategic decisions that have profound long-term implications for an organization and the ability to communicate complex and comprehensive issues clearly, succinctly and effectively to all constituents
- Provide evidence of participation in team building and as a team player
- Must pass a Criminal History check

III. Specific Responsibilities:

1. Must possess the ability to make independent decisions when the circumstances warrant such action
2. Establish a Financial Policy Manual to be updated every three years and amended as needed
3. Plan, develop, organize, implement, evaluate and direct the financial affairs of the corporation under the direction of the Executive Director
4. Prepares, solicits, and works with Auditors in all Departments for Compliance Reviews; provides informative and support as requested by the Finance Committee of the Board of Directors
5. Develop and maintain written job descriptions for accounting/finance personnel in conjunction with Program Directors
6. Assist the Executive Director and Program Directors in interpreting and utilizing financial data
7. Maintain a working relationship with all Program Directors and works with them in developing and using financial data as appropriate for planning purposes
8. Attend meetings of the governing board of directors
9. Review entries in all ledgers periodically to ensure accuracy and compliance with generally accepted accounting principles, with state and federal grant laws and regulations and with other relevant regulations
10. Review and develop plans of correction for any accounting deficiencies or findings during monitoring surveys or audit examinations
11. Maintains a current list of contracts and leases executed by the corporation
12. Maintain schedules for fixed asset depreciation
13. Establish payroll accounting methods including special functions required by employee benefit or retirement plans, insurance accounting and records required by the federal Family and Medical Leave Act, etc.
14. Recruit, hire, and train competent accounting/finance personnel. Review and evaluate the performance and accuracy of

- accounting/finance personnel and make necessary adjustments including counseling, discipline or termination
15. Must possess the ability to deal tactfully with personnel, visitors, government agency representatives and the general public
 16. Must be knowledgeable of micro-computers, data entry, output, system applications and software applications. Must be knowledgeable in audit principles and practices
 17. Must be able to move intermittently throughout the workday. Must be able to cope with mental and emotional stress of the position. Must possess sight/hearing senses or use prosthetics that enable these senses to function adequately so that the requirements of this position may be fully met. Must be able to push, pull and/or lift a minimum of 40 pounds for a distance of 10 feet
 18. Must function independently, have flexibility, personal integrity and the ability to work effectively with personnel
 19. Provides effective interface with advisory boards, neighborhood councils, special committees and other agencies and non-profits
 20. Develops and implements Staff Development for personnel on a cycle for knowledge, skills and job specific responsibilities
 21. Other duties as assigned as assigned by the Executive Director

IV. Specific Dispensation Duty:

- Act as directed on behalf of the Executive Director in his/her absence. Assume duties as the Signatory for the Executive Director in his/her absence, emergency, and on leave.

Immediate Supervisor: EOAC Executive Director

Date of Approval _____