

## **FISCAL MANAGER**

### Job Description

#### **Summary**

The Fiscal Manager is responsible for the accounting related administrative duties for the HOPE Village Initiative, including the Center for Children. The HOPE Village Initiative (HVI) has as its mission that 100% of the residents of the 100-block target area will be educationally well prepared, economically self-sufficient, and living in a safe and supportive environment by the year 2030. Currently comprised of nine cost centers, it is a blend of multiple programs and funding streams that leverage external partnerships and internal collaborations to achieve positive impact. The Fiscal Manager handles complex transactions and is responsible for special assignments relating to monthly billings, grant related budget analysis, audits and/or site visits and other financial activities. He/she reports to the CFO, but works closely the Director – Hope Village Initiative and Director – Center for Children. This position requires excellent understanding of applicable federal regulations.

#### **Responsibilities & Duties**

- Obtain and maintain a thorough understanding of Focus: HOPE financial reporting and general ledger structure.
- Ensure timely reporting of all monthly financial information.
- Setup up projects in the financial system for tracking project expenses and ensure compliance with contract guidelines.
- Track the project expenses and prepare ad hoc reports for the various funders/ donor organizations for budget vs. actual spending activities.
- Collaborates with HVI department managers/directors to support overall department goals and objectives.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Serve as a Fiscal Manager for the Early Head Start, Head Start, and the Bridge to Career grants in accordance with specific responsibilities outlined in programmatic job descriptions.
- Responsible for Head Start , Great Start Readiness Program grant monitoring and compliance –including budget development, monitoring, budget revision, self-assessment monitoring in Child Plus monitoring system.
- Ensure various reporting guidelines are met in accordance with grant requirements – both governmental and non-governmental.
- Facilitate and assist with periodic audits as required by various grant agencies.
- Assist in the development and implementation of new procedures and policies to enhance the workflow of the department.
- Provide training to new and existing staff as needed.
- Other duties as assigned

### **Other Qualifications**

Must be able to:

- 1) work with all members of the community regardless of race, gender, age and cultural or ethnic background;
- 2) work cooperatively with colleagues at all levels
- 3) work as a positive and productive member of a team;
- 4) represent the agency in a professional manner.

### **Education and/or Experience**

Bachelor's degree (B. A.) from four-year college or university in Accounting or Business Administration required. Minimum of five years previous general accounting experience required. Two years working experience with federally funded programs (such as Head Start or Early Head Start) including budgeting and cost reporting is desired.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software. Experience with Microsoft GP Dynamics is a plus.

### **Certificates, Licenses, Registrations**

None required.

### **Other Skills and Abilities**

Accountable for completion of assignments and to the high standards of accuracy, attention to detail and timely completion of work. Expectations include a pleasant,

empathetic, sensitive and professional demeanor, a positive attitude and a willing spirit. The employee must be willing to engage in professional development efforts as available to the position and required by management.

Understanding of Generally Accepted Accounting Principles (GAAP) and fund accounting and direct and indirect OMB costing principles for federal programs. Demonstrated ability in preparing and maintaining accounting records and reports.

### **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.

The position requires the employee to work in several physical locations; the Center for Children (located at 1550 Oakman), the Finance Department of Focus: HOPE (located at 1200 Oakman), and other locations as needed. The employee must be able to move between work locations at any given time, and possibly multiple times during the day.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift, carry, and/or move up to 10 pounds. 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 moderate.

### **E.E.O.C. Statement**

Focus: HOPE is an equal opportunity employer. It is the policy of Focus: HOPE not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability or any other basis protected by federal, state or other applicable laws.

To Apply

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