

JOB DESCRIPTION

POSITION: Chief Finance Officer
DEPARTMENT: Finance
REPORTS TO: Chief Executive Officer
Wage & Hour Status: Exempt / Full-time
Date: July 2021
Pay Grade: 160
Salary Range: \$62,500 – \$82,500

PURPOSE: High level professional management work to maintain the financial management system of the Coalition, providing complete accountability of funds and expenditures while reporting to the Chief Executive Officer (CEO), Board of Directors, and State and Federal funding sources, as well as private grantors. Ensure contracted provider payments are processed accurately and timely. Exercises independent judgement in the establishment, interpretation, and enforcement of rules, regulations and statutes relating to federal, state, and private funded programs. Provides supervision and guidance to employees in the Finance Department.

PRIMARY DUTIES AND RESPONSIBILITIES:

Part of the senior management team of the organization, works with other members of the team to ensure the organization's goals are achieved.

In the absence of the CEO work with Officers and Directors to ensure compliance with the current Succession Plan.

Assists the CEO with organization decisions and day-to-day operations of the organization.

Serves as interim CEO in the absence of the CEO, working with the Chief Operations Officer and the Chief Program Officer.

Directly responsible for budgeting. Budgeting is a continuous process including the development of a planning budget for the fiscal year and subsequent modifications to ensure efficient use of the funds throughout the year and accurate closeout budgeting for current program year in compliance with Federal and State regulations.

Responsible for other administrative processes, as appropriate including assisting with creation and modification of fiscal policies and procedures, including School Readiness and VPK expenditures; School Readiness and VPK provider payments, purchasing and procurement, travel, records retention, etc.

Develop and implement a financial protocol to track enrollment, eligibility, both initial and continuing, to address accountability for assignment of funds to billing groups.

Work with CEO and Board of Directors and Committees on planning and development of new initiatives, market rate and cost efficiency.

Responsible for various Board Committee communication, meeting preparation, and conducting of meetings, with the appropriate Committee Chair, specifically Finance Committee.

Responsible for development of reports and all financial reporting, including but not limited to:

- Monthly fiscal reports as required by Board of Directors and various committees
- Financial reporting as required by various funding sources
- Management of equipment/property records
- Procurement
- Cost allocation
- Monthly and yearly projections and trend analysis

Serve as the primary point of contact for independent audits and State/Federal fiscal monitoring and audit processes.

Assist in developing and reviewing RFPs, as appropriate.

Attend Florida's Office of Early Learning (FOEL) meetings, conferences and trainings as appropriate.

Develop and maintain an accounting system to collect and record financial information to facilitate Federal, State, Local and private funder reporting requirements.

Responsible for all general accounting processes including:

- Contracts payable
- Accounts payable
- Grants receivable
- Bank account reconciliation
- Cost allocation
- Payroll and employee benefits
- Payroll tax deposits and quarterly reports
- Issuing W-2s and 1099s
- Recording subcontract expenditures
- Depreciation schedules

Review bi-weekly labor distribution prior to processing, for forwarding to Accountant for payroll processing.

Serve as backup to ensure Finance updates to Statewide Information System as appropriate occur to ensure accuracy for payment purposes, as completed by the provider reimbursement staff.

Working with other Officers and Directors, as appropriate, assist with provider relations issues including non-compliance, potential fraud findings, or other issues.

Acknowledge, research, and respond to inquiries received regarding provider payments, as appropriate.

Respond to requests for information timely and within confidentiality guidelines.

Provide technical assistance to contracted providers regarding School Readiness/VPK payment guidelines, regulations, and Coalition policies.

Responsible for contract and financial grant management including verification of all OEL requirements are in all contracts and grant agreements.

Fiscal point of contact for all contracts and grants.

Work with other departments to ensure fiscal compliance with grant agreements.

Ensure monitoring for all quality and contract compliance is completed on child care sites contracted with the Coalition, as appropriate.

Working with other Officers and Directors, as appropriate, assist with the coordination, compilation, and submission of required forms and reports to grant funders of the Coalition.

Assume responsibility for procurement for the Finance Department of the organization, as appropriate, and working with other senior management of the organization to ensure compliance with Federal and State laws, regulations and rules.

Ensure that all information of confidential nature is held in a secure and confidential manner.

Assume responsibility for procurement for the Finance Department of the organization, as appropriate, and working with other senior management of the organization to ensure compliance with Federal and State laws, regulations and rules.

Attend, and assist with, a minimum of three community outreach events annually outside regularly scheduled operating hours of the Coalition, including evenings and weekends.

Attend a minimum of two professional development trainings annually as approved the Chief Executive Officer.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree from an accredited college or university in accounting or related field. Master of Business Administration or equivalent preferred. Eight (8) years executive management experience, five (5) of those with the Early Learning Coalition system in a high-level management position. An equivalent combination of education, experience, or demonstrated competence may be considered.

Management and/or Administration background or experience with not-for-profit leadership and accounting and government rules and regulations a plus.

Knowledge, Skills, and Abilities:

Requires excellent interpersonal skills as well as the ability to interact with all levels of management.

Ability to express oneself clearly and concisely, orally and in writing.

Ability to facilitate teams and work groups in the resolution of issues and realization of goals and objectives.

Ability to supervise employees in the implementation of varied programs.

Ability to exercise leadership in a team-based management environment.

Attend all local statewide and regional early learning meetings as required.

Ability to encourage and foster customer service focus, employee development and empowerment, sustainable development, integrity, professionalism and responsibility at all organizational levels.

Must have strong computer skills, including proficiency in the operation and use of a personal computer and computer software applications (Microsoft Office Suite). Ability to navigate the internet.

Knowledge of accounting software, preferably Abila MIP.

Should be creative, energetic, a self-starter, and able to prioritize.

Must be able to work independently with minimal supervision.

Should be organized and have the ability to multi-task.

Strong management, communication, teambuilding, and decision-making skills, standards or ethics or personal integrity.

Requirements:

While performing the duties of this job, the employee is required to stand, walk, sit for extensive periods of time, use hands and fingers to operate a computer and telephone, keyboard, and calculator, reach with arms and hands; stop, kneel, or crouch. In addition, the employee will occasionally lift and/or move up to 50 pounds.

Must submit to and pass a local and national background screening, including fingerprinting.

Requires a valid Florida Driver's License, good driving record and automobile insurance.

Must have reliable transportation.

Must submit and pass a drug screening.

Must maintain a valid CPR/First Aid Certification.

Telecommute eligible, if applicable.

Ability to work flexible hours/schedule, i.e., occasional Saturdays and evening hours. on occasion and ability to work off-site in different settings throughout the community.

Work Environment:

Works primarily in an office environment.



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THIS DESCRIPTION in no way states or implies that these are the only job duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties, responsibilities, and requirements are essential to the job. Job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

By signing below, I acknowledge to understand the above job description and wholly agree to fulfill the duties set forth to continue my employment with the Coalition.

Name

Date