



March 18, 2021

JOB ANNOUNCEMENT

EXEMPT Administration and Finance Director

Okanogan County Community Action Council is seeking a Full-time Administration and Finance Director. The successful candidate will be responsible for the administrative and financial aspects of the agency, including developing and supervising systems for the maximum utilization of services to the community.

The Administrative & Finance Director oversees the administrative activities related to personnel, technology, facilities, and finances. This position serves on the Executive Leadership team.

MINIMUM QUALIFICATIONS:

Minimum of five years' experience in public or private non-profit sector government grant accounting and governmental standards, or experience as a Financial Officer; supervisory and management experience; knowledge of GAAP and OMB Uniform Guidelines and A-133 circulars; knowledge of employment practices and employment law; valid Washington State driver's license; and an acceptable driving record.

SALARY RANGE: \$5,100 – \$7,138 per month, Dependent upon Experience

BENEFITS: Medical, Dental, HRA, Simple IRA, Vacation/Sick Leave

CLOSING DATE: Open until filled.

HOW TO APPLY: visit www.occac.com to view the job opening. Click the "About Us" tab at the top of the page. Then select the Employment link.

APPLY BY OCCAC APPLICATION, COVER LETTER AND RESUME TO:

Okanogan County Community Action Council

ATTN: Connie

P.O. Box 1067

Okanogan, WA 98840

connien@occac.com

(509) 422-4041

1-877-641-0101

FAX (509) 826-7339

JOB DESCRIPTION

ADMINISTRATION & FINANCE DIRECTOR

EXEMPT

The Administration & Finance Director leads the Administrative Team. This position is responsible for the administrative aspects of the agency, including developing and supervising systems for the maximum utilization of services and equipment, and to ensure that assets of the agency are safeguarded. The Administration & Finance Director will ensure that the agency's non-profit status is maintained and in compliance with the federal, state, and local standards.

The Administrative & Finance Director oversees the administrative activities related to personnel. Responsibilities will include development of personnel policies, compliance with federal state, and local employment law and control of personnel file maintenance. This position will work with the Executive Director and the Program Director to ensure that employment practices are in keeping with the personnel policies set forth by the Board of Directors

This position is also responsible for establishing and maintaining the agency's financial systems to meet the financial directives set forth by the Board of Directors. The Administration & Finance Director establishes and maintains agency and program specific accounting and fiscal control records and procedures. The Administration & Finance Director will provide fiscal interpretation and analyses to the Executive Director, Program Director and the Board of Directors as required. This position will prepare financial information for the annual audit, audit statements and is responsible for safeguarding the monetary assets of the Agency.

The Administration & Finance Director oversees the administrative activities related to contract compliance, information and technology, buildings, property and agency inventories.

The Administration & Finance Director is supervised by and accountable to the Executive Director.

ADMINISTRATION DUTIES & RESPONSIBILITIES - 30%

- Direct the administrative clerical support of the Agency including word processing, mail processing, purchasing/receiving, archives, and related internal operations.
- Direct the maintenance of general office operating systems, such as computer network and communication systems.
- Direct the maintenance of Agency assets such as, buildings and contents, equipment, and off-site properties. Insure properly kept inventory control records.
- Develop and implement internal control policies that safeguard the Agency's assets.
- Direct the collection of statistical data for reporting purposes.
- Insure proper documentation of Board activity and in meeting with federal, state, local and funding source requirements.
- Manage the Agency's insurance package including the procurement, documentation of claims and evaluation of benefit provided to the Agency.
- Ensure that the personnel compensation and various benefit plans are within the confines of federal and state laws, and that plans provide the optimum benefit (a balanced benefit) for the Agency and employees.
- Work with Management and Service Teams on an ongoing basis to evaluate and improve the effectiveness of administrative support services.
- Ensure adequate contract compliance for the various Agency programs.
- Supervise the Administrative team including goal setting/evaluation, monitoring and training.

FINANCE DUTIES & RESPONSIBILITIES - 70%

- Direct the maintenance of Agency financial systems in compliance with funding sources, GAAP standards and OMB regulations.

- Ensure that Agency expenditures comply with allowability and allocability requirements established by funding sources.
- Provide internal control over accounts payable, accounts receivable, general ledger, and payroll. Direct the reconciliation of monthly bank statements. Direct the development and maintenance of an effective inventory system and ensure that physical inventories are conducted at least every two years.
- Maintain cash flow to meet the Agency's financial and programmatic obligations.
- Ensure that the financial management of grants and contracts comply with, federal and state regulations, and contractual obligations. Provide financial reports to funding agencies according to schedules established by grants and contracts and provide timely applications and close out reports when required.
- Assist the Executive Director and Program Director in the development, review and negotiating of contracts and modifications or amendments with funding agencies.
- Maintain control systems and alert the Executive Director and Program Director when grant and contract funding are not being spent in the appropriate period as budgeted.
- Develop and prepare monthly or annual, cost allocation plans, budgets, financial statements, and revenue/cost benefit analysis. Ensure that the Board of Directors, Executive Director, and Program Director receive monthly financial reports that provide information for management decisions.
- Work closely with the Board of Directors, Executive Director, and Managers to meet the financial needs of the Agency.
- Prepare agendas and facilitate the Board's Finance Committee and other committees as required by the Executive Director.
- Prepare annual A-133 work papers and audit financial schedules. Assist Auditor to minimize the audit costs.
- Direct the development and implementation of written procedures for internal control and management of the Agency's assets. Ensure that equipment and supply purchases are in accordance with policy parameters.
- Determine and coordinate the Agency's discretionary fund investments in accordance with policy parameters.

QUALIFICATIONS

- Ability to work on a Team
- Experience in working with Management
- Strong communication and interpersonal skills
- Strong organizational skills
- Skill with word processing and spreadsheets
- Experience in the private non-profit sector government standards
- Familiarity with federal and state grants, and foundation practices
- Experience in public or private non-profit sector government grants accounting
- Knowledge of OMB's Uniform Guidelines, and A-133 Circulars
- Minimum of five years experience in administrative management
- Minimum of five years experience as a Financial Officer
- Experience with personnel supervision
- In-depth knowledge of employment practices and employment law
- Ability to understand overall Agency operations
- Ability to develop systems
- Creative problem-solving skills
- Willingness to travel on Agency business
- Valid Washington Auto Insurance coverage
- Valid Washington State driver's license with acceptable driving record

PHYSICAL DEMANDS ON THE JOB

While performing the duties of this job, the employee is constantly required to sit, talk, see, and hear. The employee is constantly required to stand, walk, or use hands to finger, handle, or feel objects, standard keyboards and office equipment or controls and reach with hands and arms. The employee will occasionally need to lift and/or move objects up to 20 pounds and seldom lift and/or move objects up to 20 pounds above their head. Noises in the work environment are usually moderate.