

JOB DESCRIPTION FOR FINANCE OFFICER

I. GENERAL STATEMENT OF RESPONSIBILITY

Under the general supervision of the Chief Financial Officer, The Finance Officer is responsible for: 1) providing assistance to the CFO in the operation and control of effective administration procedures related to accounting, payroll, property control, and procurement. 2). Supervise and review the AFO and Purchasing Clerk with the preparation of vendors' bills, check requests, and other financial obligations. 3). Prepare reports and other documents necessary for compliance with local, state, and federal regulatory requirements related to grants received by the organization. 4) Assist the CFO in budgeting and forecasting and reporting related to planning by executive staff and governing body.

II. QUALIFICATIONS

- A. Education: B.A. with accounting background mandatory, CPA preferred.
- B. Experience: Experience in general ledger work, budgeting, forecasting, preparation in financial aspect of grant writing, payroll, accounts payable and receivable. Non-profit accounting a plus.
- C. Waiver of Educational Requirement: Management may waive the educational requirement based on an evaluation of experience and/or demonstrated competence and required degree level expected to be complete within one year.

.III. PERSONAL QUALITIES

The person holding this position must have acceptable communication skills. Must have the ability to organize time and tasks; be willing to accept responsibility and have the ability to act with good judgment under stress. Must be able to be accepting of other's life styles, philosophies, and status without making value judgments. Must enjoy working with people. Must be able to work without direct supervision. Employee must have a Texas driver's license and be insurable with the agency's insurer.

IV. POSTION CLASSIFICATION

Full time – Exempt

V. DUTIES

- A. Audit vendor invoices and other payment requests.
- B. Prepare and review accounts receivable and accounts payable as necessary
- C. Review Reconciled vendor statements
- D. Review and reconcile outstanding accounts payable
- E. Record Deposits made by AFO/Purchasing Clerk
- F. Review/Approve purchase request entry for encumbrance into MIP
- G. Assist CFO with budgets and forecast spreadsheets
- H. Close the books for each account monthly and prepare any adjusting entries with oversight by the CFO
- I. Prepare and submit reports for funding sources or other agencies as required
- J. Prepare and submit reports to staff as communicated by CFO
- K. Participate in any planning or assessments as the need arises.
- L. Assist the CFO in maintaining the financial procedures manual and preparing policies and job duties flowcharts.
- M. Assist with the management of the agency property and liability insurance and the agency benefit packages as assigned by the CFO
- N. Maintain the inventory and submit any required reports on inventory as state and federal funding sources require as communicated by CFO.
- O. Assist with the monitoring of cash flow and reporting mechanisms
- P. Assist in payroll payable reconciliations as needed
- Q. Assist CFO in fiscal trainings for staff, Board and Policy Council
- R. Any other duties assigned

VI. SUPERVISORY DUTIES

AFO and Purchasing Clerk

VII. IMMEDIATE SUPERVISOR

Chief Financial Officer

EMPLOYEE DECLARATION

I have reviewed and understand the job functions of this position and state that I can perform these functions.

Employee Signature

Date