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**Angel of God Resource Center, Inc.**  
**Position Title: Director of Fiscal Services**  
**Reports to: Executive Officer, CEO**

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**Position Summary**

The Director of Fiscal Services provides strategic leadership and oversight of all financial operations of the organization. This position ensures fiscal integrity, regulatory compliance, financial sustainability, and alignment of financial management with the organization's mission and long-term objectives. The Director serves as a key advisor to executive leadership and the Board of Directors on all financial matters.

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**Duties and Responsibilities:** Within the scope of agency policies and procedures, this position:

- Develop and implement financial strategies that support organizational growth and sustainability.
- Advise executive leadership on fiscal planning, risk management, and resource allocation.
- Lead long-range financial forecasting and scenario planning.
- Present financial reports and analysis to the CEO and Board of Directors.
- Oversee the preparation, monitoring, and management of annual organizational and program budgets.
- Ensure accurate forecasting and variance analysis.
- Collaborate with program directors to maintain fiscal accountability within grants and contracts.
- Direct all accounting functions including general ledger, accounts payable/receivable, payroll, and cash management.
- Ensure timely and accurate financial reporting in accordance with GAAP.
- Maintain and strengthen internal controls and financial policies.
- Oversee monthly, quarterly, and annual financial closings.
- Ensure compliance with federal, state, and local regulations, including grant and contract requirements.
- Oversee preparation for and coordination of annual independent audits.
- Manage all financial reporting required by funding agencies and regulatory bodies.
- Maintain proper documentation and financial records of budgets, audits, and bank reconciliations for review and audit purposes.
- Monitor fiscal compliance for all government and private grants.
- Ensure proper allocation of expenditures according to funding guidelines.
- Prepare financial reports for grant submissions and renewals.
- Supervise and mentor fiscal staff.
- Establish performance standards and ensure professional development.
- Promote a culture of accountability, accuracy, and continuous improvement.

## Qualifications

- Bachelor's degree in Accounting, Finance, or related field (Master's degree or CPA preferred).
  - Minimum of 7–10 years of progressive accounting and financial management experience.
  - At least 3–5 years in a senior financial leadership role.
  - Experience in nonprofit financial management is strongly preferred.
  - Strong knowledge of GAAP, financial reporting standards, and internal control procedures.
  - Experience managing government grants and contracts.
  - Advanced proficiency in financial software (e.g., QuickBooks or comparable accounting systems) and high-level spreadsheet skills.
  - Demonstrated experience preparing for and managing audits.
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## Core Competencies

- Strategic thinking and financial analysis
  - Leadership and team management
  - Strong organizational and problem-solving skills
  - High level of integrity and confidentiality
  - Excellent written and verbal communication skills
  - Ability to work collaboratively with executive leadership and program teams
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## Equal Employment Opportunity & Trauma-Informed Commitment

Angel of God Resource Center, Inc. is an equal opportunity employer in accordance with the U.S. Equal Employment Opportunity Commission (EEOC) guidelines and does not discriminate on any legally protected basis.

We are a **trauma-informed organization** committed to understanding and responding to the effects of trauma. This commitment is reflected in our policies, practices, and interactions to ensure a safe, supportive, and respectful environment for all.