



---

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

---

**Position Summary**

The Associate Director of Fiscal Services is responsible for supporting the financial integrity, accountability, and compliance of the organization. This role assists in overseeing daily fiscal operations, financial reporting, budgeting, internal controls, and regulatory compliance. The Associate Director works closely with executive leadership to ensure sound financial management practices that align with the organization's mission and strategic goals.

---

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

- Assist in managing all fiscal operations, including accounts payable, accounts receivable, payroll coordination, and general ledger oversight.
  - Maintain and monitor the organization's general ledger with a high level of accuracy and attention to detail.
  - Prepare monthly, quarterly, and annual financial statements and reports for leadership and the Board of Directors.
  - Support annual budgeting processes, financial forecasting, and variance analysis.
  - Ensure proper allocation and tracking of grant funds and restricted funding sources.
  - Ensure compliance with federal, state, and local financial regulations and nonprofit accounting standards.
  - Assist in preparation for audits and coordinate documentation for external auditors.
  - Maintain internal controls and recommend improvements to financial systems and procedures.
  - Monitor cash flow and assist in maintaining appropriate reserves and financial safeguards.
  - Utilize **QuickBooks** for accounting operations, reporting, and financial management.
  - Maintain advanced-level spreadsheets for financial tracking, reconciliations, and reporting (e.g., Excel or equivalent).
  - Reconcile bank accounts, credit card accounts, and subsidiary ledgers on a regular basis.
  - Develop and refine financial tracking tools to enhance efficiency and transparency.
  - Provide guidance and support to fiscal staff.
  - Collaborate with program directors to ensure accurate budget tracking and expenditure management.
  - Assist the Executive Director/CEO with strategic financial planning and financial decision-making.
-

## **Education**

- Bachelor's Degree (BA) in Accounting, Finance, Business Administration, or a related field required.
- Advanced degree or CPA preferred.

## **Experience**

- Minimum of five (5) years of progressive accounting and fiscal management experience.
- Demonstrated experience in nonprofit accounting preferred.
- Proven experience managing general ledger systems and high-level financial spreadsheets.
- Strong working knowledge of QuickBooks is required.

## **Skills & Competencies**

- High-level proficiency in spreadsheet development and financial analysis.
- Strong understanding of GAAP principles.
- Excellent organizational and analytical skills.
- High degree of integrity and commitment to financial accuracy.
- Ability to manage multiple priorities and meet deadlines.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.