

MATURA Action Corporation
Job Description

Job Title: Fiscal Officer
Department: Administration
Reports to: Executive Director
FLSA Status: Exempt

Reviewed Date: October 2018
Revised Date: October 2018

SUMMARY

Participates in the organization's financial planning and accounting practices as well as its relationship with lending institutions, shareholders, and the financial community by performing the following duties personally or through subordinate managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

- Responsible for the overall financial position of the organization.
- With the guidance of the Executive Director, participates in all the financial decisions for the organization.
- Ensure legal and regulatory compliance regarding all financial functions.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal, state and local funders, foundations, as well as MATURA Board of directors.
- Prepares and communicates monthly, quarterly, and annual financial statements as required.
- Prepare and negotiate annual indirect cost agreement and rate contract
- Prepares report and reconciles all bank statements for the Corporation
- Coordinates and prepares necessary tax return documentation and filling for the Corporation.
- Coordinates and prepares necessary reporting for the Annual Audit of the Corporation.
- Along with the Executive Director, oversees cash, investment, and asset management.
- With the Executive Director oversees the financial strategies and activities, as well as banking relationships.
- With the help of the Executive Director and Program Directors, coordinates the development and monitoring of budgets.
- Assists the Executive Director in overseeing and directing all real estate for the Corporation.
- With the Executive Director and appropriate Program Directors, oversees all purchasing for the Corporation.

- Works with the Executive Director in overseeing and directing the Health Insurance and benefits administrator and duties of that position for the Corporation.
- Works with the Executive Director on all Liability Insurance activities for the Corporation..
- Participates with other Program Directors in the coordination of Annual Employee Training Meetings and Events.
- Along with the Executive Director, represents the Corporation to financial partners, including financial institutions, investors, foundation executives, auditors, Grantors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Oversee the accounting department to ensure proper maintenance of all accounting systems and function; Supervise MATURA fiscal operations staff.

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction, coordination, and evaluation of this financial unit. Directly supervises one non-supervisory employee and assists in the supervision of the Health Benefits Administrator and duties of that position.

Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Is a certified public accountant or at a minimum, a Baccalaureate degree in accounting, business, fiscal management, or a related field. (Head Start Standard 1302.91 (c)).

LANGUAGE SKILLS

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to compile reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of manager, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to complete functions on a calculator and type for computer data entry and talk or listen. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

	Seldom or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.			X		
2. Lift objects weighing 21 to 50 pounds.	X				
3. Lift objects weighing 51 to 100 pounds.	X				
4. Lift objects weighing more than 100 pounds.	X				
5. Carry objects weighing up to 20 pounds.			X		
6. Carry objects weighing 21 to 50 pounds.	X				
7. Carry objects weighing 51 to 100 pounds.	X				
8. Carry objects weighing 100 pounds or more.	X				
9. Standing up to two hours at a time.			X		
10. Standing for more than two hours at a time.	X				
11. Twisting or turning head or back.					X
12. Stooping, bending, kneeling, or crawling.					X
13. Ability to reach and grasp objects.					X
14. Manual dexterity or fine motor skills.					X
15. Color vision-the ability to identify and distinguish colors.					X
16. Ability to communicate orally.					X
17. Ability to hear.					X
18. Pushing or pulling carts or other such objects.					X
19. Proofreading and checking documents for accuracy.					X
20. Using a keyboard to enter and transform words or data.					X
21. Working in a normal office environment with few physical discomforts.					X
22. Working in an area that is uncomfortable due to drafts, extreme	X				

temperature change or temperature variation or the like.					
23. Working in an area that is uncomfortable due to extreme noise levels, or regular change in noise levels, or other conditions.	X				
24. Working with equipment, knives, cooking or performing procedures where carelessness would probably result in minor cuts, or burns.	X				
25. Sitting in small chairs or ability to get on the floor and up off of the floor.		X			
26. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects.	X				
27. Other physical ability or hazard exposure required by the job.	X				

GENERAL INFORMATION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by *MATURA Action Corp.* on an "at will" basis.

Reviewed with _____ Date _____
Employee

Reviewed by _____ Date _____