

FAMILY SERVICE CENTER JOB DESCRIPTION

JOB CODE:

JOB TITLE: Finance and Administrative Manager

CREATION DATE:

REVISION DATE:

FLSA STATUS:

JOB SUMMARY:

Performs a variety of moderately complex accounting and clerical duties that require an understanding of established accounting procedures. Responsibilities include maintaining the general ledger, reconciling accounts, posting to and balancing of general ledgers. Analyzes and maintains accounting records. Maintains agency's program files, including program contracts – tracks monthly program expenses and revenues. Oversees and is responsible for bi-weekly payroll. Oversees and processes receipts and expenditures. Responsible for monitoring all agency insurance policies. Performs various human resource duties, (e.g. maintains confidential personnel records; prepares personnel change forms, compiles salary and other personnel statistics; maintains position description files; and answers routine personnel and policy inquiries).

ESSENTIAL JOB FUNCTIONS:

- Keeps records of agency revenue and expenditures and actively monitors fund balances
- Receives and processes payments - including cash payments
- Prepares deposits
- Responsible for accounts payable process, including maintenance of monthly payables
- Prepares billing for cost reimbursement contracts
- Reviews supply orders
- Maintains and monitors the leave time balances of all employees
- Organizes and oversees bi-weekly agency payroll, including timesheet processing – calculates payroll taxes and coordinates with payroll service
- Provides information to accounting firm, payroll firm, and external audit firm as required.
- Maintains program files, including program contracts – tracks monthly program expenses and revenues
- Manages and maintains program cost allocation process
- Works with Executive Director in preparation of annual agency budget
- Maintains the official administrative records of the agency and oversees their retention and destruction
- Performs background checks for staff – maintains confidentiality
- Manages daily general Human Resources activities
- Maintains Human Resources personnel files, including separate confidential health records
- Responsible for new employee processing and exit interviews
- Works with Executive Director to select annual employee benefits
- Maintains records of employee benefits and benefit options
- Manages all agency insurance policies.
- Conducts Annual Open Enrollment for employee benefits.
- Conducts outreach activities to identify clients, inform community of services and build community collaborative relationships.
- Respects and supports client rights, including confidentiality.

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- Ensures the agency complies with the standards of accrediting bodies and funding sources. Adheres to internal controls and procedures established for the agency.

MARGINAL OR PERIODIC JOB FUNCTIONS:

Answers phones, works front desk – other duties as assigned

REQUIRED EDUCATION/EXPERIENCE: Bachelor's degree or equivalent– 3 years relevant experience.

KNOWLEDGE/SKILLS/ABILITIES:

Excellent organizational and financial management skills. Excellent interpersonal skills. Advanced knowledge of software applications, specifically accounting software and financial spreadsheets. Ability to relate effectively with community agencies, businesses, political and economic leaders. Knowledge of essential human resources principles, laws, compliance requirements for HIPPA, and fiscal accounting/bookkeeping principles (GAAP). Effective written and verbal communication skills; bilingual preferred. Phone etiquette skills, ability to effectively deal with clients and staff who are in crisis. Ability to work cooperatively and appropriately with all agency staff and clients. Knowledge of, and compliance with, the principles of professional ethics, including client rights and confidentiality. Knowledge of computers.

EQUIPMENT:

Standard office equipment

WORKING ENVIRONMENT:

Standard office environment

OTHER: