



MAHONING YOUNGSTOWN COMMUNITY ACTION PARTNERSHIP

EMPLOYMENT OPPORTUNITY – IMMEDIATE OPENING!

To Apply – Email resume and credentials to montesconsulting@yahoo.com

Deadline to Apply – February 20, 2024

POSITION: FISCAL MANAGER
SUPERVISOR: CFO
STATUS: Exempt
SCHEDULE: Mon – Thurs. Agency hours 7:30 a.m. -5:30 p.m., schedule may vary
PAY RATE: Commensurate with Experience and Credentials
Range \$48,000 - \$53,000, plus health benefits, and annual paid time off.

JOB SUMMARY: The Fiscal Manager will operate under the general supervision of the CFO. The main responsibilities are accounts processing and maintaining accurate records for the Agency, and accounts receivables and assisting with budget allocations and reviews in QuickBooks. The Fiscal will meet weekly with the CFO, CEO to discuss the department workflow, outstanding receivables, bank statements, cash flow, status of each program and address related issues, Follows guidelines relative to OMB, A-110, A-122, A-133 regulations and Generally Accepted Accounting Principles (GAAP), and department fiscal policies and procedures.

ESSENTIAL FUNCTIONS:

Grants Management, Accounts Receivable, Property Maintenance

1. Carry forth the vision and mission statement of the Mahoning Youngstown Community Action Partnership.
2. Supports quality management and the applicable principles and procedures, while striving to achieve the goals of the programs and agency.
3. Must have ability to apply and commit to obtaining knowledge of all MYCAP program grants, its requirements and allocations of expenditures for all funding sources awarded to the Agency.
4. Supervise the Account Payable I and II accomplished assigned fiscal functions are timely and accurate.
5. Make recommendations to Supervisor on workflow and streamlining procedures to improve department functions.
6. Responsible to ensure all expenditures are entered into system in order to assure accurate monthly financial statements and monthly balance sheet, revenue and expenditure reports by each program.
7. Prepare and enter all ACH and check processing for the accounts; and deposits into Agency accounting system (QuickBooks).
8. Assist with the agency banking statement accounts are reconciled monthly, prepare for reporting year-end grant closing.
9. Reconcile payroll accrual and withholding accounts monthly.
10. Assist with the preparation of annual or state finance audits.
11. As requested, run reports and/or maintain fiscal functions in the department as needed.
12. Complete in a timely and accurate manner bank reconciliations, bank transfers, accounts receivable, database into QB.
13. Monthly review of journal entries.
14. Prepares monthly reports for all grants/projects for review by CFO. Distributes monthly reports to appropriate program manager after review.
15. Review monthly journal entries for accuracy.
16. Distributes credit cards, gift cards and maintains records through approved guidelines to track verification of use and expenditures.
17. Distributes building access keys(fobs) and maintains records of such.
18. All other duties assigned by supervisor(s) that are within the scope of this job description.

Property Maintenance:

1. Prepare reports for Agency programs, working cooperatively and timely with the agency directors.
2. Maintain an accurate inventory of all equipment for each program, updating as purchases are made.
3. Develop travel for all programs, attach required fiscal documentation and prepare documents to issue check or through payroll.
4. Building external and internal maintenance of equipment, fire extinguishers and elevator licenses, renewals annually.
5. Assist with agency insurance renewals.
6. Assures compliances of vehicle fleets, license plates, etc.

RESPONSIBILITIES / EXPECTATIONS:

- ◆ Knowledge of general accounting principles and practices, accounts receivables and payables.
- ◆ Knowledge of city, state, county, and federal rules (and regulations) governing internal audit activities and the accounting functions.
- ◆ Organizing, analyzing and interpreting financial and management data to solve financial management issues.
- ◆ Work with detail, and good organizational skills with minimal supervision.
- ◆ Provide training, supervision and leadership to subordinate personnel and agency staff, as needed.
- ◆ Attend meetings, training, or perform other assignments at locations outside the office, some weekends, and evenings as may be required.
- ◆ Maintain a professional appearance at all times in accordance with the agency's dress code.
- ◆ Must be competent, committed, communicative and creative.
- ◆ Must bring solid accounting skills with a big picture mentality.
- ◆ Passionate about the mission of the organization and understand the realities of non-profit sector.

QUALIFICATIONS:

Associate or Bachelor's degree required in accounting, finance, business administration or related field from an accredited college or university. Minimum of 3 years of non-profit finance work experience in some capacity with federal state grants, experience /ability to learn and become knowledgeable of Quick Books for Non-Profits, or a computerized accounting system. Supervisory experience a plus. Experience in working and developing spreadsheets, proficient in Microsoft Word and Excel.

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