

Stearns-Benton Employment & Training Council

JOB DESCRIPTION

TITLE: Financial Manager

IMMEDIATE SUPERVISOR'S TITLE: Executive Director

I. POSITION SUMMARY

To direct and manage accounting and financial functions of the agency and to monitor grant activity to ensure allowable, appropriate expenditures. Responsible for providing the Executive Director and Program supervisors with financial information for program implementation, completion and spend out.

II. ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

ESSENTIAL DUTIES AND RESPONSIBILITIES	EXPECTED OUTCOMES (RESULTS)	OUTCOME EVALUATION
<p>1. Develop and implement financial/accounting policies and procedures responsive to adhering to law, rule & policy of funding and governing bodies.</p> <p>2. Prepare and maintain internal budgets which includes, but is not limited to, the development of reports to project spending patterns throughout the year and the administration of the cost allocation plan.</p> <p>3. Monitor the financial and report requirements of all grantor and subgrantee contracts on a monthly basis</p> <p>4. Implement cash management system which manages all cash accounts and corresponds to the needs of the Agency</p>	<p>Consistent legal and appropriate financial/accounting operations.</p> <p>The budgets are prepared for the main funding streams currently at 4 different times during the year with sectional budgets required at different times. Advice is given to program supervisors on a monthly basis to assist in the regulation of spending patterns. July 1 (Fiscal Year, FSET, WIA, WIA DW, State DW, MYP) Oct. 1, FSET, Jan 1 MFIP, DWP, April 1, WIA Youth. All others, monthly as grants are awarded.</p> <p>State of Minnesota requires monthly Financial Status Reports and accuracy is critical to ensure budget spending is in line. Monitoring of subgrantee is necessary to ensure guidelines are being followed to meet regulations.</p> <p>The development of cash reserves to reduce agency liability with the maximizing of interest. The process of ensuring cash is available to meet the immediate needs and maximizing all current and future cash needs be met.</p>	<p>No legal, audit or monitoring issues including disallowed costs that put the agency at risk. Subject to Executive Director approval of policy and Joint Powers Board, Officers committee approval.</p> <p>Reports are provided to the Executive Director and Boards to approve budgets, evaluate spending, evaluate budget and funding variance, to provided critical information in decision making.</p> <p>Reviewed by Executive Director, Management team, auditors, Board and Board committees.</p> <p>Executive Director receives monitoring reports and signs cash requests. State Monitors review programs to ensure accuracy and that Fed, State, Local regulations and policies are being followed. Monitoring of subgrantee is necessary to ensure regulations are being adhered to for all dollars.</p> <p>Evaluated by Executive Director, auditors, State monitors and Boards (including SBETC Joint Powers Board and Officers committee. The earnings and reduced liabilities of the agency are a measurement of proper management.</p>

<p>5. Supervise support staff including Secretary II, Purchasing/maintenance and MIS/Network Administrator.</p>	<p>Excellent phone reception for the WorkForce Center, accurate data entry, adequate file flow for archiving timely responsive purchase of goods and services as authorized by the Executive Director; Operable MIS and technology systems to maintain operations and data requirements. All correspondence meets the needs of the agency and the staff which support is provided. Purchasing meets the needs of the agency and staff. MIS minimizes down time for staff thus minimizing unproductive agency time.</p>	<p>Purchasing and MIS is measured by down time resulting from materials not available for staff to perform their daily duties or the lack of computer access to perform their jobs. Reception, customer comments, client satisfaction survey. Monitoring reports on files, admin systems day to day operation of MIS technical systems. Staff reports, vendor payments and any late payments.</p>
<p>6. Oversee administration of all purchasing activity of the Agency including maintenance of inventory records that follow law, rule and policy.</p>	<p>No audit findings of missing property or misused property and all purchases follow all regulations. Responsive purchases of staff and client services.</p>	<p>No audit findings. Purchases follow all regulations and they assist staff in meeting the needs and measures of the agency as a whole</p>
<p>7. Coordinate all internal Agency information necessary for audit requirements.</p>	<p>Unqualified audit clarify a good audit and containment of audit costs. All funds must match the account balances report to the funding sources.</p>	<p>Unqualified audit cost of audit within the budgeted costs. Reported to Executive Director and may be reported to the Joint Powers Board Officer committee.</p>
<p>8. Set up and administer policies and procedures to ensure the privacy and confidentiality of information as it relates to financial documentation and services.</p>	<p>Restricted access to records, No private and confidential information is shared unless expressly required and authorized (Need to know)</p>	<p>Financial data is secured within files that have restricted access, files are retained on backup ensure there is not loss of data, Monitored by the Auditors, State monitors and the Executive Director.</p>
<p>9. Evaluate and conduct oversight responsibility for the Management Information System function of the Agency.</p>	<p>Current data system that meets requirements of funders, regulatory agencies, Boards, Executive Director, auditors, staff and others. To document services and expenditures. Ensure data integrity. Monitoring of WIA performance standards.</p>	<p>Executive Director previews all monitoring reports, audit, staff comments, Board reporting and annual report.</p>
<p>10. Communicate Agency needs and requirements to Agency personnel in a timely, effective manner. Maintain good working relationships with community resource agencies in order to promote Agency programs.</p>	<p>Maintain current vendor lists; inform staff of status of needed goods and services and process. Work with community providers to ensure willingness to serve as a vendor.</p>	<p>Reviewed by the Executive Director. Have identified vendors to meet needs of the staff and clients.</p>
<p>11. Actively participate in internal Agency meetings, provide necessary training to its staff, and assist in development of revisions of policies and procedures</p>	<p>Keep staff unformed about finance, purchasing, MIS, reception and other service areas; do staff orientation and training as necessary, provide recommendations and respond to inquiries about programming, budget and regulatory changes..</p>	<p>Reviewed by the Executive Director. Error rate of staff, smooth transition in programming to the policies and procedures.</p>
<p>12. Advise the Executive Director on all issues relating to financial matters of the Agency, working as an integral part of the management team.</p>	<p>Accurate budgets and financial information is provided to the Executive Director, supervisors.</p>	<p>No corrective actions modifications or errors in decisions made based on inaccurate financial information.</p>
<p>13. Infrequent absences because of the financial manager's significant involvement in the day-to-day financial needs of the Agency and includes terms #1-12 under Duties and Responsibilities.</p>	<p>Financial Manager has few absences that are not pre-approved, backup plans have been completed and staff trained.</p>	<p>No interruption in agency services due to Financial Managers absence.</p>

III. FORMAL PREPARATION / EXPERIENCE

Combination of formal preparation and relevant experience to qualify for position.

1. Formal academic preparation (or equivalent) to qualify for this position:
Four-year degree in accounting. Ability to express and communicate effectively, both orally and in written form, including knowledge of the English language such as spelling, grammar, and punctuation. Must have ability to pass a criminal background check.
2. Length and type of relevant experience required to qualify for the position:
Five years experience in public and/or private accounting.
3. Licenses or certifications required to qualify for the position:
Must have valid Minnesota Drivers License or have reliable means of transportation
4. Other training which is desirable for the position:
CPA. Administration and compliance of grant requirements and knowledge of the WIA and other employment and training programs; utilization and familiarity with various computer software programs including ORION that integrate financial and client information into useful reports, to include Word & Excel; experience in the analysis of detailed reports to extract pertinent information to apply to current management issues. budgeting and financial analysis; experience with community agencies, having an understanding of the fundamental objective of each organization to utilize as a resource base; Communications – oral and written for effective internal and external users of information; management Information Systems; Supervisory Training; telephone, copier, fax, projector, laptop wireless training and others. Ability to speak, read, and write a language other than English is a plus particularly if it is Spanish, Somali, or Vietnamese. Knowledge of confidentiality requirements and ability to maintain confidentiality.

IV. DECISION MAKING

EXAMPLE OF DECISIONS	DECISION REVIEW	DECISION IMPACT
<p>Policies are recommended and then written up with any necessary controls that need to be put into place to make them effective.</p> <p>Decisions driving the design of the financial system as a whole that will work for the different regulations and fiscal years of the various funding sources. Agency budgeting decisions are necessary to direct other management staff on resources are allowed to carry out the programming plans they want to implement. Example: union negotiating information.</p>	<p>Auditors, Monitoring agencies, and management become responsible for the implementation and review of such policies.</p> <p>The Executive Director and Board review funding sources through reports submitted, or through monitoring visits.</p> <p>Executive Director and Management staff review to see if the programs can be run with the budgeted amounts from each funding source to meet any performance requirements set.</p>	<p>The agency operates more effectively, efficiently and the Agency audit has fewer findings and recommendations.</p> <p>The accuracy of the reports eliminates any funding losses or disallowed costs. Any losses could impact the staffing of the agency or stability of funding. If funding is not sufficient to meet the program goals then the possibilities of funding could end resulting in the program ending.</p>

V. THINKING CHALLENGES AND PROBLEM SOLVING

1. Forecasting the estimated revenue and expenses and doing projected budget with Executive Director and Management Team.
2. On a regular basis, meet with Executive Director and Management team to inform them of current financial balance in each grant where the amount of funds spent is known but the amount of funds obligated may be as much as 30-60 days worth of expenses. The decision has to be made to make sure the funds are sufficient to cover all expenses without going over the total grant amount.
3. As Supervisor of the MIS, decisions need to be made on what programs will be purchased to keep the agency as efficient as possible without increasing the technology above the skills of the staff that will be utilizing the programs. Consult with Executive Director and Management team.
4. In the purchasing department the challenge is providing the services/supplies necessary with a number of the factors not known at the time of requesting the supplies, (ie. Transportation for clients, signed up vs actual attendance). Purchasing poses a problem when the budgets are estimated and the final approval for funding does not come in on a regular basis.

VI. WORK RELATIONSHIPS

TYPICAL WORK RELATIONSHIPS	PURPOSE OF THE RELATIONSHIP
Executive Director	Executive Director is position supervisor. Policy guidance and direction are provided as well as team direction, employee development plans, and the duties and responsibilities of the position.
Boards/Committees	Position is responsible for presenting budget to admin and boards for approval and to report spending and modifications to budgets on a regular basis.
Administrative Team	Position is a member of the team and work must be done in concert with the team.
Funding agencies/organizations	Position is responsible for communication including budgets, plans, NFA's, financial reporting, and compliance with all funder rules, regulations, plan, contracts and policies.
Staff	To gather information and obtain cooperation on spending and budgeting.
Vendors	SBETC purchases services without whom the agency is unable to achieve performance. This position is responsible for following law, rule and policy to obtain providers of services and products and to maintain a relationship with vendors to include billing, etc. in a timely fashion.
Other	Must be able to work independently but in close coordination with other professionals on staff.

VII. WORK ENVIRONMENT

Inside 40 hrs./ week
 Noise _____hrs./ week
 Work-related Travel as needed hrs./ week
 Outside ___ hrs./ week
 Fumes, odors ___hrs./ week
 Temperature extremes ___hrs./ week
 Hazards ___hrs./ week
 Examples of Hazards ____
 Required attendance at evening / off-hours meetings as requested hrs./ week
 Physical requirements established in order to regularly perform this position, e.g. hand/eye coordination, visual acuity, strength. **Explanation:** 10 Key calculator, moving storage boxes or covering purchasing department in receiving at least ½ day a month.
 Work typically occurs indoors (office setting), with some activity and meetings taking place outside the office (long-term storage, board activities, etc.).

VIII. SUPERVISION / MANAGEMENT

	YES	NO
Directly Supervise Others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plan, conduct and sign off on Performance Reviews	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Oversee project management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Train / Instruct	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Regularly provide work direction others	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Titles of positions directly supervised: Purchasing/Financial Assistant, MIS/Network Administrator.

Number of individuals holding these positions: 2

Monitor purchasing activity. Give direction to staff in relation to finance/accounting for purpose of maintaining budget.

IX. OTHER INFORMATION

Understanding of core responsibilities and requirements is imperative for this position as certain complex rules/regulations must be followed in the area of accounting. Superior organizational skills are essential as Financial Manager must monitor multiple grants with varying fiscal year ends while balancing expenditures and funding. Must accurately present financial data in various formats, and regularly consult with Executive and/or Management in area funds.

X. COMPENSATION**Salary Range**

15-Step Scale, \$39,984.94 - \$74,050/year (Non-Union) Grade 22 plus benefits.

How to Apply

Applications are available on-line at www.workforceu.com under "Contact Workforce U". Questions about the position may be directed to Kathy Zavala, SBETC Executive Director, at 320.308.5702 or kzavala@sbetc.org Questions about benefits may be directed to Ninette Montgomery, Administrative Secretary, 320.308.5725, nmontgomery@sbetc.org

No applicant will be considered unless the official application is received by Ninette Montgomery, Administrative Secretary, SBETC, by **9:00 a.m., Tuesday, 7 September 2010**. SBETC will start accepting applications immediately.

Stearns-Benton Employment & Training Council does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability, or age.

SBETC is an equal opportunity employer. In compliance with the American with Disabilities Act, SBETC will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you need assistance with filling out or obtaining the required application, or if you need the application in an alternative format, please contact SBETC at 320.308.5320(V) or 320.308.6444(TTY).

