

AREA AGENCY ON AGING FOR SOUTHWEST FLORIDA
JOB DESCRIPTIONS

POSITION TITLE: DIRECTOR OF FINANCE		DEPARTMENT: FISCAL	
SALARY RANGE:			PAY GRADE LEVEL: E4
STATUS: FT	FLSA STATUS: EXEMPT	SUPERVISE OTHERS: YES	CREATED: FEB. 2021 UPDATED: 02/08/2021
SUPERVISOR: CHIEF FINANCIAL OFFICER		CEO APPROVAL/ DATE: 02/08/2021 NORMA ADORNO	

GENERAL DESCRIPTION

This is an exempt management position on the staff of the Area Agency on Aging for Southwest Florida. This position shall be responsible to manage and coordinate all functions of the Fiscal Department to ensure established standards and outcomes are met. She/he is also a liaison for all questions related to Fiscal services. This position requires a high degree of independent action and initiative. Areas of responsibility include but not limited to Contracts, Grants, Amendments, Accounting, Payroll, Audit and Fiscal monitoring. This position reports directly to the Chief Financial Officer (CFO).

MANAGEMENT RESPONSIBILITIES:

- Participates in the interview, training and orientation of new Fiscal staff
- Manage, counsel, and evaluate assigned team members, providing guidance and support
- Provides on-boarding assistance to new hires and serves as a mentor and resource
- Design (and/or update) and implement training plan for all new fiscal staff
- Provide continual feedback to staff and conduct probationary and annual performance evaluations
- Coordinate and authorize all leave requests ensuring coverage for workload and approving employee's timesheets in a timely manner
- Coordinates and completes timely fiscal reports and contracts for the Department of Elder Affairs, (DOEA).
- Collaborates and reviews Veteran Administration (VA) fiscal work flow and monthly billing with assigned Fiscal specialist. Authorizes Mainsl bi-weekly payroll and monthly admin fee.
- Responsible for ensuring all staff adhere to the Agency's established policies and procedures established in the Agency's employee manual.
- Serves as primary resource in the absence of the CFO with assistance provided by the CEO

Planning and Organization:

- Plan, prioritize and supervises the coordination of the workflow, working with management to ensure cohesion of all related fiscal functions
- Assists with preparation and completion of Area Plan Fiscal Contract Module, Surplus/Deficit and NAPIS report
- Assists with fund allocations to lead agencies
- Ability to communicate effectively and concisely when preparing correspondence
- Must be detail oriented and ability to work with minimal supervision
- Must be able to multi-task effectively and efficiently to ensure deadlines are met

Quality and Continual Improvement:

- Provides the CFO with data analysis with a focus on operational improvements
- Assists CFO and/or CEO with practices to improve workflow efficiency
- Collaborates with Director of Programs and Planning to ensure completion and fiscal compliance specific to fiscal monitoring requirements of lead agencies
- Leads and/or lends support to other departments regarding special projects or events

Technical and Functional Effectiveness:

- Thorough knowledge of applicable local, State and Federal regulations specific to government funded programs offered in the state/local area such as Medicare, Medicaid, Older Americans Act, Veterans services, state funded aging and disability resource programs, (ADRC)
- Complies with all security and confidentiality HIPAA requirements of the Agency and all Federal and State regulations.
- Completes and participates in assigned duties as stated in the emergency preparedness activities consistent with DOEA and Agency Comprehensive Emergency Management Plan (CEMP) and the Continuity of Operations Plan (COOP); may be responsible for providing support, input and updates.
- Ensures grants, contracts and reports or data needed are completed for timely submission to DOEA.

Innovation:

- Evaluate and analyze work to ensure the fiscal process and procedures are efficient and effective, making recommendations to the CFO that are designed to improve the Agency's financial viability
- Ability to compile, organize and analyze data from various sources such as CIRT database

OTHER COMPETENCIES RELATED TO KNOWLEDGE, SKILLS AND ABILITIES AND OTHER PERSONAL CHARACTERISTICS

- Attends Agency and/or DOEA meetings to keep up-to-date on important matters impacting all staff in regards to fiscal information.
- Proven ability to inspire, lead and manage a diverse workforce and cultivate an inclusive and respectful environment between team members and lead agency providers
- Thorough understanding of the principles of contract management and compliance monitoring techniques, coupled with the ability to apply those principles.
- Knowledge of area programs, community resources and services
- Ability to effectively communicate and express ideas (verbally and written)
- Ability to establish and maintain effective working relationships with others
- Ability to establish and maintain professional communications and relationships with various organizations and agencies and be able to effectively interact with other staff members, provider representatives, seniors and other partner organization and community leaders
- Ability to handle stress, remain composed and cope with a wide range of interpersonal and crisis situations
- Takes personal responsibility and demonstrates accountability for actions.
- Committed to personal/professional growth and development
- Ability to prepare and write clear, concise reports and other business correspondence
- Ability to research topics related to funding sources, analyze data and provide written and/or oral reports as required
- Intermediate skill level and knowledge of MS Office Suite including MSWord, Excel, and database creation and maintenance either in Excel or Access.
- Performs other duties as assigned

SKILLS/QUALIFICATIONS:

- Bachelor's degree from an accredited four-year college or university with a concentration in finance; or an AA degree plus six years of experience as noted above.
- The incumbent/candidate must successfully clear a Level II background screening in order to hold this position

Physical Requirements:

- Ability to work and cope under stressful situations
- Pleasant and clearly understandable telephone voice
- Ability to lift and carry at least 10 pounds
- Ability to operate computer and other office equipment
- Ability to sit at a desk for more than two hours at a time
- Ability to bend and stoop in order to file and shelve

Work Environment

The work environment characteristics 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.

** Exempt employees are required to work any hours necessary to perform the duties of the job, including after regular business hours and/or on weekends as required. Exempt employees do not receive overtime or additional pay for hours worked, or travel time expended, outside their regular workday. Working beyond or outside of normal business hours and/or on weekends is expected when necessary in order to complete job responsibilities or when requested by your supervisor.*

Employee Acknowledgement

I acknowledge that I have received and read my job description. I understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor may substitute for an updated job description. I acknowledge that questions about my job, job description or job performance should be directed to my supervisor.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

The statements in this job description are intended to describe the general nature and minimum level of work required. The content should not be construed as a complete list of all duties, responsibilities and skills required to meet the criteria for this position.