



## **Childrens Services Council of Broward County – Assistant Director, Finance**

### **Description**

This management position is responsible for overseeing the contract compliance activities of all CSC funded programs, offer technical assistance to providers as needed, and perform accounting and other fiscally related activities for CSC. This comprises supervising compliance/fiscal monitoring staff and includes (but is not limited to) various auditing, accounting and budgeting transactions, summaries, schedules, and statistical and analytical reports. Additionally, this position will assist in the development of policies and procedures related to financial activities and monitoring.

Requires a Bachelor's degree in Accounting (or equivalent hours), Business Administration or related field AND seven (7) years or more of progressively responsible fiscal responsibility in human services or public administrative setting; with a minimum of five (5) years of experience in staff supervision. Master's degree and/or CPA Certification preferred.

Cover letters and resumes for this position will be accepted until 5 PM EST Friday, August 30, 2019.

### **Major Duties and Responsibilities**

- Supervise contract compliance/fiscal monitoring staff to include evaluations, problem solving, troubleshoot concerns arising from work assignments and/or personnel issues as well as the complete cycle of the monitoring and compliance process.
- Provide guidance to the Compliance Accounting Managers on the financial and administrative monitoring procedures and other operations within the organization.
- Compile summarized reports for distribution to provider agencies and the Council. Provide additional technical assistance to provider agencies when necessary to aid with compliance.
- Prepare Financial Viability test for all CSC funded providers and track related information to ensure it is communicated to other stakeholders within the Organization.
- Perform grant related accounting for Federal and State grants; preparation of budgets and invoices.
- Participate in Director's Meetings and other initiatives of the CSC Executive Team, as directed, including preparation of the annual budget, and the Comprehensive Annual Financial Report (CAFR).
- Confer with external auditors and other officials including the preparation and compilation of all required schedules and documents. This may include the preparation of Auditor confirmation correspondence.

- Monitor, review and track various contracts to ensure that CSC has received all contractual documents from the providers and evaluate such documents to ensure financial/contractual compliance. Maintain and improve database to track the compliance status of provider contracts.
- Review contracts for overall accuracy; assist in maintaining PO information in the financial and SAMIS or any other related systems, review invoices/receivables, etc.
- review invoices/receivables, etc. Confer with other CSC departmental staff in refining the quality, quantity, efficiency and effectiveness of the agency's work.
- Work with SAMIS Fiscal Module data including, but not limited to, budgets (provider), budget amendments, approving reimbursements, budget-to-actual information, etc.
- Conduct financial and administrative reviews of the provider contracts for CSC. This includes planning, coordinating, conducting and writing related reports/summaries of provider agencies, working collaboratively with other funders and providing technical assistance if necessary. Additional responsibilities include providing input towards improving the annual budget/contracting process, compiling data, monitoring provider related activity and preparing appropriate amendments. Troubleshoot contractual and budget issues with providers.
- Additional responsibilities may include the initiation and preparation of various financial transactions for Accounts Payable, Payroll, General Ledger, and other fiscal related documentation. Maintain and reconcile General Ledger accounts, prepare financial statements and other financial reports as required.
- Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.
- Conduct oneself in the best interest of the County's constituents and in support of the CSC's mission statement.
- Perform other related duties as assigned.

### **Experience, Knowledge, Skills and Abilities**

- Bachelor's degree in Accounting (or equivalent hours), Business Administration or related field AND seven (7) years or more of progressively responsible fiscal responsibility in human services or public administrative setting; with a minimum of five (5) years of experience in staff supervision. Master's degree and/or CPA Certification preferred.
- Knowledge of governmental auditing/accounting principles and procedures and the ability to apply such knowledge to auditing/accounting transactions.
- Demonstrated ability in a variety of standard auditing, accounting and office procedures and systems, including knowledge of automated financial systems in a complex environment.
- Demonstrated ability to work well with minimal direct supervision.
- Demonstrated experience of providing concise, timely and clear analysis of complex issues.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
- Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

## **Physical Demands & Working Conditions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.

### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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