

TITLE	Finance and Operations Manager
DATE EST	August 2017
REVISED	February 2024
OVERTIME	Exempt

PURPOSE OF POSITION:

Under the general direction of the Executive Director, manage MCEDD's finance and accounting activities and administer the benefit and employee compensation program.

ESSENTIAL JOB FUNCTIONS:

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Position assignments may vary depending on the organization's needs.

FINANCE DIVISION SUPPORT:

- Performs supervisory responsibilities of assigned staff including effective recommendations on hiring, training, addressing employee grievances, and performance evaluations. Ensures adherence to personnel policies and procedures.
- Manages Finance division, in coordination with the Executive Director.

OPERATIONS AND SUPPORT:

Finance/Accounting: Plan, develop, implement, direct, and evaluate the organization's finance/accounting functions:

- Prepare annual operating budget in consultation with Executive Director;
- Prepare monthly financial reports and provide analysis, monitoring revenue and expenditures in comparison to plan;
- Prepare annual cash flow analysis, with continuous monitoring and recommendations to Executive Director;
- Ensure fund management practices meet all prescribed guidelines;
- Administer accounts payable, accounts receivable, monthly bank reconciliation, and payroll;
- Prepare documentation and reports for annual audit, working directly with independent auditors selected by the Board of Directors;
- Develop and manage the organization's financial policies and procedures, ensuring a strong internal control system;
- Develop and maintain the organization's chart of accounts and financial statements, ensuring compliance with GAAP;
- Prepare and process payroll;
- Build budgets for grant applications;
- Prepare and monitor loan interest revenue projections for budgets and monthly reporting; and
- Prepare or monitor all financial reports for grants, loans, and contracts.

Human Resources: Administer the organization's benefit and employee compensation program:

- Maintain employment records and files;
- Maintain job descriptions and human resources policies and procedures;
- Manage and provide assistance for employment searches and hiring;
- Serve as the Drug and Alcohol Program Manager and administer the program;

- Review and make recommendations for changes or enhancements to MCEDD’s benefit program; and
- Negotiate new contracts or renewals of insurance with vendors.

RESOURCE DEVELOPMENT:

- Provide strategic financial expertise and leadership on issues affecting the organization; e.g., evaluating potential alliances, planning and budgeting new programs; and
- Perform on-going analysis and implement process improvements to ensure the organization’s financial health.

CLIENT SERVICES:

- Assist Project Managers with preparing grant applications and the administration of funded projects and contracts;
- Assist the Loan Fund Manager with the administration of loan programs;
- Prepare or monitor all financial reports for grants and contracts; and
- Provide finance and accounting support for member entities with fee-for-service contracts with MCEDD.

AUXILIARY JOB FUNCTIONS:

- Follow MCEDD policies and procedures. Follow all safety rules and procedures for work areas. Maintain work areas in a clean and orderly manner;
- Maintain cooperative working relationships with other District staff, member organizations, and the general public;
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility;
- Set goals and establish processes and procedures to accomplish the goals; and
- Other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Knowledge and Abilities

Broad knowledge of government and non-profit accounting procedures, budget, and audit preparation; benefits administration experience; excellent business writing and oral communication skills and an ability to communicate and interact effectively with multiple constituencies; high proficiency in Microsoft Office and QuickBooks; ability to work both independently and in a team environment; consistent reliability; ability to prioritize multiple tasks with strong attention to detail; ability to effectively compile and analyze data and develop formal recommendations; flexibility; high ethical standards and demonstrated commitment to ensuring the credibility and reputation of the organization; and positive “can do” attitude, especially to provide superb customer service.

Education, Licenses, and Certifications

Equivalent to a Bachelor’s degree in Accounting or related field, with record of further professional development and three years directly related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Desirable Knowledge and Abilities

Previous experience in a similar position. Proficiency in Caselle. Working knowledge of rules and regulations governing local government, state and federal economic development programs. Strong fund-based accounting experience and governmental accounting experience.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required at least 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS:

Most work is performed indoors in an office setting with usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work includes working at a desk for extended periods of time; working with computers and other office equipment. Work may also involve frequent interruptions. Occasional evening meetings may be required. Overnight travel is rare. This position is eligible to work remotely part of the time with supervisory approval; some in-office work is required weekly.

SUPERVISORY RESPONSIBILITIES:

This position may supervise other office staff as assigned. May provide training and orientation to newly assigned personnel.

SUPERVISION RECEIVED:

Works under the general supervision of the Executive Director.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.