

Early Learning Coalition of Escambia County

Early Learning Coalition of Escambia County Job Announcement for Finance Director

To respond to this job announcement or ask questions contact Bruce Watson, Executive Director, at bwatson@elcescambia.org or 850-607-7620. Contacting other Coalition staff may be grounds to deny an application.

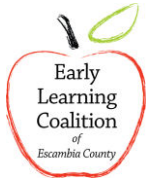
POSITION: Finance Director
REPORTS TO: Executive Director
SALARY: \$65,000 - \$90,000 **FLSA:** Exempt

GENERAL DESCRIPTION

Responsible for coordinating financial and budgetary data with Grantors, including, but not limited to: Florida's Division of Early Learning and Escambia Children's Trust. Monitors availability of the Coalition's cash flow to ensure continuation of day-to-day operations. Preparation and analysis of Financial Statements for the Executive Director and Board of Directors. Responsible for financial aspects of compliance with all contracts, and state and federal statutes and rules. Acts as primary contact with outside auditing agencies on financial matters. Manages Coalition's Finance Department staff. HR liaison for payroll and benefits programs.

ESSENTIAL JOB FUNCTIONS

1. Responsible for overseeing the fiscal responsibilities for the Coalition's grant agreement with the Division of Early Learning.
2. Responsible for the fiscal responsibilities related to contracts, service agreements and grant awards, such as with the Escambia Children's Trust.
3. Develop and maintain sound fiscal practices and ensure the integrity of financial data and systems.
4. Responsible for the coordination of fiscal review and monitoring as outlined in the Division of Early Learning grant agreement with the Coalition, including the required annual A-133 independent audit.
5. Prepare detailed reports on the Coalition's financial performance, to include monthly financial statements and annual reports.
6. Prepare an annual budget that meets the requirements of all departments and the state, for approval by the Board of Directors. Prepare budget updates as required when grant awards and other funding programs change.
7. Supervise Finance Department staff, including Reimbursement, Accounts Payable, Purchasing, Cash Management and Payroll/Benefits Specialists.
8. Act as primary liaison with contracted payroll service.
9. Oversee Coalition insurance policy purchasing, renewal, claims and premium payments.



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10. Other duties as assigned by the Executive Director.

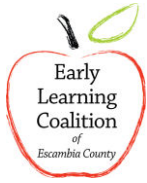
Please Note: These essential job functions are not to be construed as a complete statement of all duties performed. Employees may be required to perform duties other than those listed here.

MINIMUM QUALIFICATIONS

1. A CPA is preferred.
2. A bachelor's degree from an accredited college or university in accounting, finance, fiscal management analysis, or relevant field.
3. A minimum of six years of experience in preferably nonprofit or governmental accounting, budgeting, and/or financial management. Experience outside of the nonprofit or governmental area is negotiable.
4. A familiarity in working with budgets involving multiple programs and annual revenues and grants in excess of \$10 million is preferred.
5. A familiarity with early education and care, or public education is beneficial.
6. A master's degree from an accredited college or university can substitute for one to two years of required experience.
7. Professional or nonprofessional experience as described above may substitute on a year-for-year basis for the required college education.
8. Must possess a valid Florida driver's license with no record of criminal driving offense or license suspension for point's accumulation.
9. Must be available to occasionally work a flexible schedule when required.
10. Must successfully pass a Level I background check prior to employment.
11. Transportation for local travel is required.
12. Out of town and travel may be required.

ESSENTIAL SKILLS REQUIRED

- Proficient use of QuickBooks Online and Microsoft Office including Word and Excel.
- In-depth knowledge of accounting software, corporate principles, and financial analysis.
- Extensive knowledge of budget preparation and reporting.
- Knowledge of methods of compiling, organizing, and analyzing data.
- Skill in development of requests for proposals, contract evaluations and contract management.
- Ability to develop policies, procedures, standards and rules.
- Ability to review and evaluate plans and programs.
- Ability to establish and maintain a liaison with other agencies.
- Ability to plan, organize and coordinate multiple work assignments.
- Ability to communicate (in oral and written format) effectively.



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- Ability to establish and maintain effective working relationships with others.
- Effective records management practices.
- Possess problem-solving techniques.

ESSENTIAL PHYSICAL REQUIREMENTS

Frequently sit, stand, walk, twist at the waist, and routinely operate a computer keyboard, telephone, copier and fax machine. Able to operate an automobile. Medium (less than 50 pounds) lifting occasionally required.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.