

## JOB DESCRIPTION

**TITLE:** FISCAL MANAGER  
**REPORTS TO:** DIRECTOR OF OPERATIONS & BUSINESS ADMINISTRATION  
**CLASSIFICATION:** EXEMPT, FULL TIME

**SUMMARY:** The Fiscal Manager is directly responsible to the Director of Operations & Business Administration for all fiscal operations of The Council. The Fiscal Manager is responsible for fiscal policies and procedures, strategic planning as it relates to finance, and implementation.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:** Minimum of a BA, ideally with an accounting, CPA or related degree. At least six-plus years of overall professional experience (non-profit preferred) with a background of broad financial management. Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for a department or significant program area. Knowledge and experience in multi cost-center budgeting and analysis, full charge bookkeeping and accounting procedures. Strong organizational skills with a conceptual understanding of multiple cost centers, policies, leases, contracts, and insurance requirements. Must be able to work well with people, demonstrate good communication skills and work effectively on a team. Strong working knowledge and experience with QuickBooks, Excel, Microsoft Office Suite.

A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders. Personal qualities of integrity, credibility, and dedication to the mission of The Council of Southeast PA.

**ESSENTIAL DUTIES:** Key management leader of The Council of Southeast Pennsylvania, Inc., responsible for overseeing the fiscal operations of The Council. The Fiscal Manager will play a critical role in partnering with the senior leadership team in strategic decision making as The Council continues to enhance its quality programming and build capacity.

**Financial Performance and Viability:** Develop and support resources to ensure the financial stability of The Council.

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the Director of Operations & Business Administration; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.

- Update and implement necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual. Maintain fiscal compliance.
- Responsible for the fiscal integrity of The Council, to include submission to the Board of Directors of a proposed annual budget and monthly financial statements. Effectively communicate and present the critical financial matters to the board of directors.
- Translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.

**DAILY JOB RESPONSIBILITIES:**

- Fiscal management that anticipates operating within the approved budget, to ensure maximum resource utilization and maintenance of the organization in a positive financial position.
- Development and updating of annual budget, salary rosters, direct and indirect expense allocations and all proposals.
- Continual analysis/tracking of revenue and expenses of Council programs, financial statements.
- Oversight of fiscal department and adherence to The Council's Corporate Compliance Plan. Review contracts prior to signing for fiscal integrity.
- Meet with Program Managers regularly; review program reports and analyze revenue and expenses to assure programs remain within budgeted amounts.
- Prepare monthly invoices, reports, overview, contracts & leases for Executive Director's signature.
- Responsible for fiscal component of grants: budget development for proposals, contracts, fiscal compliance and reporting.
- Oversee payroll processing.
- Organization and management of accounting and bookkeeping activities, petty cash.
- Review and approval all bills, reimbursements. Review and approve invoices for payment, coding -- route to bookkeeper for payment.
- Assist auditors with preparation of audit report and follow through with audit recommendations.
- Daily supervision of fiscal staff.
- Review financial internal control for entire agency.
- Maintain inventory log and asset tracking.
- Develop cost proposals for programs as needed.
- Grants - budget development and tracking for fiscal compliance and reporting. Review new contracts prior to signature.
- Non grant financial reporting: i.e. PA unclaimed property, Unemployment Services, updating D&B report, Federal CCR and SAM registrations
- Work with Director of Operations & Business Administration with insurance issues and compliance as needed.
- Preparation of fiscal component of annual report.
- Work with Board finance committee as appropriate.
- Participate as member of leadership Team: assume confidential decisions/discussions, determination of planning/brainstorming vs. information to be disseminated, honesty/candid responses, public endorsement of management & meeting outcomes.
- Abide by and enforce the Council's Employee Handbook, including but not limited to: code of conduct/ethics; technology code of conduct; non-discrimination policy.

**COMPENSATION:** Commensurate with experience and other qualifications. Quality benefits package includes health and PTO.