

## **AREA IV AGENCY ON AGING AND COMMUNITY ACTION PROGRAMS, INC.**

### Position Description

POSITION: Deputy Director of Resources and Operations

DEPARTMENT: Fiscal

REPORTS TO: Executive Director

FLSA STATUS: Full-Time, Regular, Exempt

**POSITION PURPOSE AND OBJECTIVES:** To manage overall financial information reports, including the design and maintenance of the accounting system, preparation of internal and external fiscal reports and auditing. Oversight of all Agency facilities and systems related to environment, technology and communications. Assists the Executive Director and coordinates with all other senior management in the development, application and management of Administrative and Personnel policy and procedures and is an active participant in Agency long and short-term strategic planning.

#### **ESSENTIAL FUNCTIONS:**

- Collaborates with Agency administration in the development and monitoring of all agency budgets, department finances, strategic and agency planning.
- Directs budget preparation and revision(s); and maintains control of property and cash in custody.
- Maintains cost allocation and monitors cash flow and provides oversight of all banking matters.
- Reviews, compiles, and analyzes all forms and reports for Area IV as a corporation, required state and federal reporting, and develops financial reports for the Executive Director for presentation to the Board of Directors and Finance Committee.
- Oversees Area IV's contracts/grants and monitors utilization, balances and discrepancies.
- Provides oversight and review of all accounts payable, payroll, and purchasing.
- Reviews and monitors year end preparation of accounts payable, general ledger closures and trial balances of grants.
- Manages agency liability contracts, independent auditor contract(s), information technology contracts, facilities, and collaborates on agency plan administration.
- Acts as a consultant to Area IV Development in financial matters, when and as requested.
- Authority to make weighted recommendations regarding hiring, firing, coaching/discipline, and supervision of all fiscal department staff.
- Acts on behalf of the Executive Director in financial matters and all duties as assigned by the Executive Director.

## REQUIREMENTS AND QUALIFICATIONS:

A bachelor's degree in accounting or related field or 5 years of experience preferably in a not-for-profit setting. Requires extensive understanding of fiscal management, cost allocation, and principals of accounting. Computer literate and skilled in Windows applications, spread sheet and data base applications highly desired. Must have the ability to compile and understand reports and statistical data and perform mathematical calculations with a high level of accuracy. Must possess excellent oral and written communication skills and be able to effectively communicate with staff, clients, vendors, and inter/intra agencies. A team builder with the ability to effectively direct others to achieve common goals and objectives. Must abide by all HIPAA compliance measures and maintain confidentiality regarding records, reports and information of a fiscal nature and exercise ethical judgement, integrity, dependability, and accountability in the performance of duties. Dependable transportation and a valid Indiana Driver's license are necessary. Occasional commercial travel may be required. Employee must complete a Request for Limited Criminal History Background Check.

## PHYSICAL REQUIREMENTS:

To perform the essential functions of this position, the employee is regularly required with or without reasonable accommodations to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, fax machines, copiers, telephones and other office equipment. The position may require long periods of data entry. The position requires normal range of hearing and vision. May require lifting of up to 40 pounds.

## ACKNOWLEDGMENT:

Acknowledgement of this Position Description does not constitute a contract of employment. This position can be modified at any time for any reason with authorization from the Executive Director.

Area IV Agency on Aging and Community Action Programs, Inc. is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

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