

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

Position Description

POSITION: Deputy Director Resources and Operations

DEPARTMENT: Fiscal

REPORTS TO: Executive Director

FLSA STATUS: Full-Time, Regular, Exempt

POSITION PURPOSE AND OBJECTIVES: To direct, oversee, and manage overall financial operations, activities, and the fiscal department of the Agency. Provides 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 policies and procedures and is an active participant in Agency long and short-term strategic planning.

ESSENTIAL FUNCTIONS:

- Collaborates with and aids Agency administration and other Agency departments in the development and monitoring of agency and program budgets, department finances, strategic and agency planning, etc.
- Develops internal control policies, guidelines, and procedures for activities, such as budget administration, cash and credit management, and accounting to ensure compliance with generally accepted accounting principles.
- Prepares or directs the preparation of financial forms, statements and reports, financial position forecasts, annual budgets, and all other forms or reports required by Federal and State regulatory agencies, external auditors, Board of Directors and Finance Committee, etc.
- Provides oversight of all banking and Agency fiscal department matters; and monitors financial activities and details, cash flow, reserve levels, contracts/grants, utilization, balances, and discrepancies.
- Manages Agency facilities, liability contracts, independent auditor contract(s), information technology contracts, and collaborates on agency benefit plan administration.
- Acts as a consultant to Area IV Development in financial matters, when and as requested.
- Monitors and evaluates the performance of fiscal department staff and has the authority to make weighted recommendations regarding personnel actions including but not limited to hiring, dismissal, promotion, coaching/discipline, and supervision of all fiscal department staff.
- Acts on behalf of the Executive Director in financial matters and all other duties as assigned by the Executive Director.

REQUIREMENTS AND QUALIFICATIONS: A bachelor's degree in accounting or business administration and 5 years of experience required. Experience in a not-for-profit setting and Certified Public Accountant or Certified Management Accountant designation preferred. Requires extensive understanding of fiscal management, cost allocation, and principles 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. Position required background checks.

PHYSICAL REQUIREMENTS: To perform the essential functions of this position, the employee is regularly required with or without reasonable accommodation 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.

Employee/Date

Executive Director/Date

Revised April 2026