

**Position: Finance Director**

**Paygrade: 33 (\$52,060.00 to \$73,287.22)**

**Exempt Position**

**Supervises three staff members**

**Answers to: Executive Director**

Coastal Plain Area Economic Opportunity Authority, Inc is currently recruiting for a Finance Director for a non-profit organization in Valdosta, Georgia. The position reports directly to the Executive Director, will be responsible for all accounting and finance functions for the following programs: Head Start, Community Service Block Grant, Weatherization and LIHEAP. This is a fulltime position that interacts with all levels of management within the agency to include the Board of Directors.

**Position Summary:**

The Finance Director provides the accounting, budgeting, financial reports and all financial oversight of the agency. The Director of Finance is required to have the knowledge, skills and experiences to establish and maintain overall program accounting, budgeting, forecasting and financial reporting policies and procedures which will provide effective control and satisfy informational requirements of program directors, management staff, independent auditors, government agencies, the Executive Director and the Board of Directors.

**Essential Duties and Responsibilities:**

Directly oversees the development, integration and preparation for all budgets for all programs offered by the agency. Directs the development and implementation of Finance department procedures and controls to ensure their adequate execution, compliance, and updates; including the establishment and maintenance of internal controls to prevent fraud. Develops and implements goals, policies, priorities, and procedures relating to fiscal management, budget, accounting and payroll. Reports monthly on expenditures by line item to the Executive Director, Program Directors, Board of Directors and Policy Council. Manage the day to day operation of the accounting department through the month-end close including accounts payable, accounts receivable, general ledger, payroll and purchasing. Direct internal audits involving review of accounts and administrative controls. Research on improving or further automating accounting, budgeting, and report systems. Be the primary contact for both external and government audits as necessary. Maintains all necessary records and accounting reports(external/internal) and records all transactions in a timely manner. Conduct and monitor the agency's inventory process. Provide training to the Board of Directors, Policy Council, committees, management staff on the agency

financial system. Attend appropriate staff development seminars and conferences. Supervise the accounting and finance staff and conduct performance evaluations as scheduled.

**Ability to:**

1. Interact with the Executive Director, Management team, staff, and federal and state agencies.
2. Coordinate and supervise the auditing function of the agency.
3. Learn the various programs, rules, and regulations as they relate to the agency.

**Education:**

A program must assess staffing needs in consideration of the fiscal complexity of the organization and applicable fiscal management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet our needs. A program must ensure a fiscal officer hired after November 7, 2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.

**Experience:**

Five (5) or more of practical experience in all facets of accounting, finance and nonprofit agency accounting environment. Knowledge and understanding of general business matters required including budget development, financial reporting, GAAP, cash management, financial nonprofit laws and regulations, banking and debt financing instruments. Strong working knowledge of Financial Edge accounting software preferred. Strong knowledge of Excel and ADP Payroll is required. Experience working with federal and state agencies for government audits.

To apply for Finance Directors Position, go to [www.coastalplain.org](http://www.coastalplain.org) click on Careers under Recent Job Posting and click on the Finance Directors position. Click on Apply and you will be able to submit an application for this position.

If you have any questions please feel free to contact Coastal Plain Area EOA, Inc. HR Department at 229-244-7680. This Advertisement will close on Monday, June 26, 2017 at 5:00 pm. Thank you.