**Job Description: Fiscal Director** Hired By: Executive Director Reports to: Executive Director Exempt Position

### General Role Description:

The Fiscal Director is responsible for assuring that the agency meets the financial standards of the States of Iowa and Illinois, and all funding sources of Riverview Center.

In addition, the Director assists the Executive Director in developing a clear vision of the organization's mission and in translating this mission into realistic goals and objectives. The Fiscal Director will also participate in long-range and strategic fiscal planning for the organization.

### Duties and Responsibilities:

* + - Responsible for fiscal management to include preparation of the operating budget, program budgets and short and long term fiscal planning as assigned by the Executive Director.
    - Manage all phases of the agency's financial accounting, including accounting procedures, management of grants, bank accounts, and expenditures.
    - Manage all budget revisions and changes of the budget throughout the fiscal year. Responsible for processing all payroll on a semi-monthly basis. Maintaining all salaries and increases to each specific funding source.
    - Responsible for internal and external financial reports. (i.e. the monthly financial statements, audits and reimbursements).
    - Responsible for agency audit, and all duties required to participate in this process. Maintain an inventory for auditors and equipment purchases for each funding source. Monitor and process all travel expenses for each employee monthly.
    - Create financial statement for Agency's Annual Report and monthly Board meetings. Attend all finance committee meetings of the Board of Directors.
    - Responsible for tracking all purchases of agency supplies and other expenses. Responsible for tracking all agency deposits, checks and receipt logs.
    - Reconcile Bank Accounts and track all credit card purchases.
    - Manage employee benefits (insurance, vision, dental and retirement) on spreadsheet to account for each grant and expense.
    - Submit all monthly and quarterly reports to each grant funder as required by contract, including but not limited to Attorney General, United Way, RPE,!CASA, CVAD, ICADV, IDHS and all local community grants.
    - Maintain contractual agreements.
    - Manage and research employee fringe benefits.
    - Participate in Board of Directors committees as deemed necessary by the Executive Director.
    - Assist with coverage of on-call schedule when needed. Participate in fundraising activities for the agency.

# **General Requirements**

* Bachelor’s Degree in Business, Accounting or similar field or higher level of education preferred.
* Experience in the field of sexual and domestic violence preferred
* Proficient computer skills including Microsoft programs, QuickBooks experience preferred
* Excellent oral and written communication skills
* Strong organizational skills
* Excellent interpersonal skills
* Ability to work flexible hours and to travel within Iowa and Illinois
* Valid driver’s license and insured transportation required
* Must complete 64-hour sexual assault and domestic violence training, attend additional trainings as required
* Ability to work both independently and as part of a team
* Commitment to the philosophy and program of Riverview Center which includes helping to create a society free from violence

**Work Environment**

When applicable and appropriate, consideration will be given to reasonable accommodations.

Mental: Clear and conceptual thinking ability; excellent judgment and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines.

Physical: Computer keyboarding, travel as required

Auditory/Visual: Hearing, vision and talking

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the job description for **Fiscal Director** position and understand the responsibilities of this position.

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Signature of Employee Signature of Executive Director

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Date Date

Approved 03/1997

Updated: 03/1998. 06/2000, 07/2005, 07/2009, 08/2014