

Children and Youth Partnership for Dare County
Job Description

Job Title: Fiscal Coordinator
Department: Administration
Reports To: Executive Director
Category: 37.5 hours per week
FLSA Status: Non-Exempt

Job Statement

Under the direction of the Executive Director, the Fiscal Coordinator is responsible for performing the accounting and contract management functions for the Partnership.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Accounting Management

1. Prepare all administrative and services expenditures for payments, and maintain all necessary accounting invoices and records.
2. Perform coding of invoices, deposits, and journal entries based on source documentation.
3. Submit batches to MAC based on submission schedule.
4. Review documents returned by MAC for accuracy. In accordance with policies and procedures, process and distribute checks returned by MAC.
5. Assist in audit preparation including preparation of audit schedules.
6. Prepare and submit all required fiscal reports to all funders.
7. Oversee all insurance coverages purchased by the partnership.
8. Assist in the year-end close package for NCPC and other grantors as required.
9. Assist the Executive Director with budget management and preparation of special fiscal reports.
10. Prepare finance reports for Board of Directors.
11. Support the Treasurer and Executive Committee as needed.
12. Provide financial guidance and training to the partnership staff as needed.
13. Communicate regularly with NCPC and all funders, auditors and monitors to ensure accounting and contracting compliance.
14. Ensure partnership compliance with 1099/1096 reporting requirements.
15. Update procedures manual regularly to reflect detailed instructions for each task performed for all funding sources.
16. Other tasks as needed for effective accounting management.
17. Prepare annual financial statements, footnotes and schedules for xxx PFC.

Contracts Management

1. Prepare all Direct Service Provider (DSP) and Professional Services contracts and contract packages for each agency or individual following all relevant federal, state and/or local guidelines.
2. Review executed contracts and budgets for accuracy.
3. Monitor all contract expenditures for accuracy.
4. Process monthly Financial Statement Reports (FSR) for DSPs and grantors.
5. Process budget changes, amendments and revisions for DSPs and other contractors.
6. Coordinate amendment packages, check for accuracy and submit to NCPC.
7. Assist DSPs to provide accurate budget and activity information when necessary.
8. Process monthly and final payments to all contractors.
9. Assist in assignment of general ledger account numbers to DSP budget expenditures.
10. Work with all contractors to determine funds to be reverted throughout the year and at year end.
11. Track and maintain accurate, documented in-kind and cash contributions from DSPs and the Partnership.

12. Prepare Partnership quarterly reports for in-kind and cash contributions and submit them based on NCPC and Partnership policy and Smart Start Quarterly Reporting System
13. Prepare competitive bidding documents and oversee competitive bidding process following all NCPC, Partnership, federal, state and local guidelines.
14. Visit programs for a monitoring visit at least once each year. Monitor programs more often if necessary. Prepare reports according to contract manual.
15. Provide technical assistance and training as needed to all DSPs to ensure compliance with state regulations and required reporting.
16. Maintain accurate fiscal records for all grants received by the Partnership and for all grants issued by the partnership.
17. Participate in activities of the Partnership that include, but are not limited to, Board meetings, allocation meetings, contract reviews, events sponsored by the agency, trainings sponsored by NCPC or other trainings deemed important to the function of the job.
18. Represent the Partnership to the community in a positive and appropriate manner.
19. Any other projects, tasks or assignments considered necessary for contracts management.

Human Resources

1. Prepare monthly payroll process.
2. Prepare quarterly payroll projections.
3. Reconcile timesheets to actual payroll and ensure they meet all audit requirements.
4. Prepare schedules for the biennial audit, as requested by auditors.
5. Prepare schedules for annual Form 990 tax return.
6. Reconcile the general ledger to Form W-2s and 941s prepared by the outside payroll service.
7. Prepare annual Workers Compensation Payroll Report.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific requirements:

1. Education and/or Experience: A 4-year degree in accounting or related field from a college or university and four (4) years related experience; non-profit, government experience preferred, fund accounting experience and MIP accounting software experience preferred. CPA or advanced degree preferred.
2. Contract management skills. Knowledge of bookkeeping and auditing functions.
3. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
4. Ability to set priorities, meet deadlines, follow-up and plan the workflow.
4. Knowledge of and experience with state and local government budget, finance and/or accounting procedures, including North Carolina state practices.
5. Detail-oriented with excellent organizational skills.
6. Effective communication skills with diverse populations.
7. Computer skills that include excellent spreadsheet and database and word processing skills. Ability to use or learn to use Email and Internet/intranet applications.
8. Ability to read, analyze, and interpret financial reports, professional journals, government regulations and legal documents. Ability to write reports and correspondence. Ability to answer questions posed by top management officials, public or community groups, and/or Boards of directors.