



JOB DESCRIPTION

Job Title: **Associate Finance Officer- CPA (or completing CPA exams)**

Reports to: Chief Executive Officer

Supervises: Yes

Job Code: 115

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: Starting around \$90,000

Position Summary:

The Associate Finance Officer is a member of the Finance Team. This individual assists the CFO with plans, organization, and facilitating the activities of the Department including financial analysis and budgeting, accounting, billing, risk management, and payroll in accordance with generally accepted accounting principles while maintaining compliance with state and federal regulations as well as tracking grant awards in relationship with contracted funds, verifying and tracking due diligence materials, tracking program evaluation indicators and preparing final reports. Leads, supervises, monitors, communicates and helps direct the ELCOC procurement and purchasing functions to include contract administration and compliance; contract budget preparation and management; development of Coalition procurement strategies; and contractors' compliance with ELCOC's strategic plan.

Essential Job Functions:

Leadership and Supervision

- Leads, supervises and trains Coalition department staff in all aspects of department functions and compliance regulations.
- Coaches and counsels staff as necessary to improve and/or maintain performance.
- Creates the opportunity to recognize employee contributions and performance.
- Sets staff annual goals and objectives and monitors minimum quarterly.
- Communicates and updates CFO regularly on budget and finance issues of employee, vendor, sub-recipients, and/or providers.
- Communicates regularly with relevant state officials through conference calls, e-mails, phone calls and meetings.
- Provides related financial/budget/expenses information to the coalition management and staff on a timely basis.
- Fosters teamwork and collaboration amongst all members of the staff..
- Takes the initiative to work with senior staff in advising how best to manage budget etc.
- Takes a leadership role in forecasting, analyzing trends and makes financial recommendations to Coalition management staff.

- Participates in the development and execution of Coalition Strategic Plan.

Accounting/Budget/Financial/Grants Management

- Maintains MIP Abila Fund Accounting systems, records, and documents, including electronic storage media, in accordance with generally accepted accounting procedures and practices in a manner in which sufficiently and properly reflects all receipts and expenditure of funds.
- Disburses funds authorized by the Coalition in conjunction with the approved plan and based on billing and disbursement procedures approved by the OEL.
- Ensures all Coalition invoices and expense reports are processed following the policies and procedures of the coalition on a timely basis and consistently.
- Ensures payroll ledger and labor distribution is accurate.
- Forecasts and makes financial recommendations to CEO and Directors
- Provides monthly updates to senior staff on monthly and YTD expenses vs. budget for coalition.
- Ensures a system of grant/contract management and reporting requirement is in place to track due dates and submissions of same.

Procurement and Purchasing

- Supervises the process of preparing and reviewing reports and studying contractual trends, publications, and research related to operational trends and strategic program objectives.
- Directs procurement activities including coordinating with other departments to ensure that all phases of procurement operations are aligned with organizational strategy.
- Coordinates activities of contractual entities to ensure continuing operations, maximize returns on investments, and increase productivity.
- Cultivates best in class supplier relationships and performance by researching and qualifying suppliers, products, and services.
- Supervises performance of technical analysis of supplier's proposals, negotiates business and legal terms and conditions with suppliers and reviews and executes contracts.
- Develop the Coalition's procurement process and prepare documents that meet state and federal guidelines.
- Oversees the process of writing, reviewing, and processing of contracts.
- Works closely with ELCOC legal counsel and the Chief Program Officer on the development of contracts and contract changes.
- Serve as liaison between the Contractors and the ELCOC.
- Maintains a positive working relation with contractors, vendors, suppliers and the ELCOC.

Human Resources (HR) Support

- Researches and recommends Benefit Management organizations.
- Conducts research and annually recommends employee benefit options.
- Conducts research and provides analysis of recommended salary adjustments based on recognized surveys.
- Advises CFO on fiscal/financial matters relative to Coalition HR policies and procedures.

Compliance

- Performs any additional administrative and fiscal services as indicated in Florida Statutes, the Plan, and the Florida Office of Early Learning.
- Ensures that all fiscal records of the Coalition, as required by the Florida Office of Early Learning (OEL) and subcontractor records are available at all reasonable times for inspection, review, copying, or audit by federal, state or local taxing authorities and representatives of the Comptroller of the State of Florida or the Auditor General of Florida, or other personnel duly authorized by OEL.
- Conducts fiscal and program monitoring of core contracted providers to ensure contractual compliance.
- Coordinates the Coalition's annual financial and program review as required by the Florida Office of Early Learning.
- Coordinates the Coalition's annual financial compliance audit within nine months of the fiscal year end and ensures timely submission of all required documents.
- Prepares or coordinates the preparation of all federal and state financial reports as required by the OEL or other sources.
- Compiles, prepares and submits monthly financial reports on/or before the 25th of each month and submits to the Coalition Board of Directors - Finance Committee.
- Reviews all invoices received from subcontractors and vendors and examines the accuracy of the amounts set forth therein prior to submitting such invoices for payment OEL.

Development/Training/Technical Assistance (TA)

- Attends all mandated state training programs.
- Keeps abreast of all new non-profit financial and budgeting trends.
- Ensures Coalition staff is trained in fiscal & procurement Coalition policies, procedures, and systems.
- Shares with appropriate staff information/knowledge gathered at conferences and/or meetings.

Program Support

- Acts as liaison between OEL, subcontractors and vendors with respect to financial and procurement matters.
- Creates, prepares, and analyzes specialized financial reports for the board.
- Shares appropriate financial/budget information and works collaborative with other Coalition directors and senior staff.
- Engages in fraud research and restitution cases and collections in the event the situation presents itself.
- Manages department employee PTO schedule for appropriate service coverage of providers.
- Reviews and approves employee timesheets.
- Provides written materials for publication on a quarterly basis.
- Ensures department maintains positive working relations with auditors, banks, providers, vendors, state and federal liaisons and Coalition employees.
- Oversees and directs all departmental administrative tasks to include follow up on compliance letters and various tracking, etc.

- Develops and maintains Coalition financial, budget, and purchasing policies and procedures manuals.
- Supports the annual inventory of fixed assets.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Will be working and interacting with children birth to five years of age at Coalition sanctioned events and volunteer activiite

Qualifications:

- Demonstrated supervisory skills sufficient to create and maintain a positive, collaborative environment within and between departments.
- Demonstrated working knowledge of not-for-profit leadership and government rules and regulations.
- Ability to make mathematical calculations and balance a budget.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own and subordinate's assignments with little or no supervision.
- Demonstrated time management skills.
- Ability to work collaboratively and foster teamwork amongst cross-functional teams.
- Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively communicate sensitive information and exercise sound judgment.
- Knowledge of advanced customer service techniques.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Ability to establish and maintain effective working relationships with a variety of constituents.
- Demonstrated knowledge of accounting and budgeting practices of State of Florida and Federal standards and requirements.
- Proficiency in the operation and use of personal computers and computer software applications (Microsoft Office Suite) and ability to navigate the internet.
- Must possess a valid Florida Driver's License with ability to travel to off-site locations.
- Ability to work flexible/hours schedule i.e. occasional Saturdays, or evening hours.
- Professional appearance and presentation.

Education and Experience:

CPA

Non-Profit Grant Management experience preferred.

- State of FL Contract Management Credential a plus.
- Five (5) years of progressive supervisory experience required.
- Automated Fund Accounting software experience required. MIP Abila Funding Accounting software experience within the context of Early Learning Programs a plus.

- Bilingual – knowledge and ability to communicate in English and in Spanish both verbally and in writing preferred.

Revised Nov. 2023