

Old Colony Planning Council

Job Description

Fiscal Officer/ Manager

Opening Date: 06-30-17

Closing Date: Continuous

The purpose of this position is to perform administrative, supervisory, and technical work in serving as the Fiscal Officer for the Old Colony Planning Council (OCPC). Manages and directs accounting activities related to the daily business operations of the OCPC. Ensures that all procurements, payroll and fiscal obligations are met and conducted in accordance with federal, state and local laws. Ensures the proper record management and maintenance of financial records, oversees all financial payments, controls expenditures of all OCPC funds, and audits financial records and transactions. Oversees in a participatory manner duties and responsibilities which include, but are not limited to: Accounts Payable/Receivable; Budgetary Development, Monitoring and Analysis; Payroll; and Purchasing; performs all other related work as required.

The Fiscal Officer shall report to the Executive Director and shall be responsible for the following activities of the Old Colony Planning Council and OCPC-ROM:

1. Provides general accounting services for overall Council operations. Maintains necessary financial records and supportive documents on a current basis. Develops specialized computerized data systems as needed by administrative and technical staff.
2. Maintenance of the books, including posting of all transactions in a timely manner and preparation of month end and year end reports. Closing out books in preparation for the annual audit.
3. Management of all financial transactions of the Council, including the invoicing on all contracts, tracking receivables, and depositing funds as received. Responsible for payment of all bills through the preparation of checks for signature by Council officers. Responsible for management and reconciliation of the Council's checking accounts.
4. Preparation of the weekly payroll, including deductions for fringe benefits, retirement plans, and federal and state taxes.
5. Management of employee medical and retirement plans.
6. Maintains employee records, time sheets, vacation time, compensatory time, sick leave, etc.
7. Purchase of Office Supplies and maintenance of Purchase Orders for goods or services required.

8. Compliance with all financial reporting requirements of all contracts the Council has with federal, state and/or local agencies, including reconciliation of reports with the general ledger.
9. Preparation of monthly financial reports and project expenditure reports.
10. Preparation of all materials and reports for the Annual Audit.
11. Prepares monthly warrant, writing checks, recording bills paid, and entering expenditures in accounting ledgers.
12. Supervises and trains accounting staff as assigned.
13. In consultation with the Executive Director and OCPC Auditor, updates and adjusts information systems as needed. Periodically, evaluates internal control and accounting procedures for consistency with generally accepted accounting principles.
14. Responsible for maintaining accounting services, preparing interim financial, budgetary and other status reports. Develops criteria for and periodically reviews accounting and banking arrangements; analyzes and implements responsibilities from the viewpoint of protecting the Council's interest, as well as efficiency.
15. Assistance to the Executive Director in the preparation of the annual budget and other financial reports as may be required.
16. Assistance and direction to the program supervisors on contract management.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in accounting, finance, business administration or closely related field; five years of progressively responsible finance experience including supervisory experience; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Expert knowledge of financial and budget management and all related planning agency laws, rules, and regulations. Complete working knowledge of computer applications for financial and budget management. Thorough knowledge and experience with the preparation of payrolls; working knowledge of computerized payroll system. Must have proficiency with QuickBooks and Microsoft Office. Knowledge of accounting practices and procedures and ability to apply such knowledge to accounting transactions. Knowledge of auditing methods, procedures, and practices.

Ability: Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to gather financial information using information technology, and to run computer generated reports. Ability to establish and maintain effective working relationships with employees and commission members. Ability to plan, organize and supervise the work of subordinate personnel in a manner conducive to full performance and high morale. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex financial record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure.

Skill: Skill in operating computers and utilizing appropriate software applications. Aptitude for numbers and details. Excellent organizational skills. Skill in bookkeeping and generally accepted accounting practices. Skill in all of the above listed tools and equipment.

Salary: The starting salary ranges from \$55,000 to \$75,000, depending on qualifications and experience.

This position is open until filled. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region.

OCPC is an EOE/AA employer.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)

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