

POSITION DESCRIPTION

CLASSIFICATION TITLE: Senior Manager

POSITION TITLE: Director of Finance and Administration

GENERAL STATEMENT OF RESPONSIBILITIES:

This professional/managerial level (FLSA Exempt) position is responsible for fiscal management activities and various administrative functions of the Eastern Shore Community Services Board (ESCSB).

Specific areas of responsibilities include budgeting, cost accounting, auditing, reimbursement, and assisting with the coordination and management of administrative support staff.

In carrying out position requirements the incumbent reports to and receives supervision from the Executive Director. The incumbent is required to demonstrate initiative, exercise sound judgment, and maintain confidentiality of information as warranted.

MAJOR DUTIES:

- Develop, manage, and implement fiscal management policies and procedures relative to accounting, budgeting, auditing, reimbursement, procurement, and record keeping;
- Formulate and implement with the review and approval of the Executive Director fiscal management policies and procedures required by existing local, state, and federal government requirements;
- Coordinate and serve on special committees to develop and implement policies relative to system-wide agency issues;
- Develop and maintain a fiscal management system for the ESCSB that includes recording keeping and automated data process application/utilization;
- Provide assistance to ESCSB Executive Director, designated program managers/supervisors, and contractual organizations in the preparation of operational budgets;
- Provide auditing and internal control (scheduling and providing information for the external auditors)

- Serve as the primary responsible officer for the ESCSB property holdings companies of Mendisadd, Inc.; ARC House, Inc.; and SILA Corporation;
- With the approval of appropriate boards of directors invest excess cash for the ESCSB; Mendisadd, Inc.; ARC House, Inc.; and SILA Corporation;
- Provide risk management (insurance administration for all policies);
- Administer contracts and inter- agency agreements;
- Supervise financial, administrative and maintenance staff;
- Assist Executive Director in the resolution of issues, problems, concerns, etc. impacting overall agency operations;
- Communicate with the ESCSB attorney regarding agency issues, policies, or legal matters;
- Complete written reports as required relative to ESCSB fiscal management operations and general agency administration;
- Make required presentations relative to ESCSB fiscal management and organizational operations;
- As needed coordinate, design, and/or acquire informational materials for and about the ESCSB and write and/or approve articles on ESCSB programs, needs, and/or accomplishments;
- Develop and maintain effective working relationships with ESCSB personnel; local, state, and federal government agencies/officials; and other individuals/organizations involved with fiscal management operations and general administration;
- Act as liaison for the Board of Directors in preparation for public hearings and other events;
- Serve as liaison to the Board of Directors and manage the maintenance of Board records including Board and committee meeting minutes, Board resolutions, and Board appointments;
- Assist Executive Director and managers in grant preparation by gathering data and preparing narratives; and
- Perform other position-related duties as assigned by the Executive Director.

QUALIFICATIONS:

The incumbent should have position-related experience with the development, implementation and coordination of fiscal policies, procedures, and practices and experience with the overall administrative functions of an agency as well as supervisory experience and possess the following knowledge, skills, and abilities.

Knowledge of: Principles and techniques related to fiscal management encompassing cost accounting, budgeting, procurement (The Virginia Public Procurement Act), reimbursement, and records maintenance; government accounting; private non-profit accounting and tax regulations; 501(C)3 corporation; risk management (insurance administration); contract management; the Uniform Single Audit Act; 2 CFR Part 200; financial policies and procedures of the Department of Behavioral Health and Developmental Services; overall agency administration; computerized accounting systems; United States Department of Housing and Urban Development loan requirements; fiscal management legal mandates; staff supervision; and communications (written, oral, and interpersonal).

Skill (s) in: Developing and maintaining financial policies and procedures related to auditing, cost accounting, budgeting, procurement, reimbursement, and record keeping; problem solving; public/human relations; communications (written, oral, and interpersonal); making presentations (oral and written); managing reports, press releases, articles and grants, and providing accounting and financial technical assistance to staff, program directors, program supervisors, and the boards of directors of the ESCSB; Mendisadd, Inc.; SILA Corp.; and ARC House, Inc.

Ability (ies) to: Develop, manage, and implement principles/techniques/policies/procedures related to fiscal management; supervise staff; develop and sustain effective working relationships with all types/levels of persons; effectively communicate orally and in writing; perform position duties and responsibilities with minimal supervision; demonstrate initiative, maintain confidential information as warranted; exercise sound judgment and advise executive director and managers relative to general administration, and problem solve.

HIPAA Access Level 4=limited access to all consumer/employee/contractor information

ORGANIZATION LOCATION:

EXECUTIVE DIRECTOR

DIRECTOR OF FINANCE AND ADMINISTRATION

SALARY RANGE: Classification Level XIII

EFFECTIVE DATE: 1/21/2021

POSITION DESCRIPTION CONTENT:

Job descriptions are not intended to be, and should not be construed to be, all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

SIGNATURES:

Executive Director

Date

Director of Finance and Administration

Date

director of finance and admin
01/2021