

## Finance Manager

**REPORTS TO:** Finance Director

**FLSA STATUS:** Exempt

**STATUS:** Full-Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** Yes

### **Job Summary:**

Assists the Finance Director in maintaining accurate accounting systems, including but not limited to: Budgeting, Financial Analysis, Reporting, and Audit Preparation. Works in conjunction with Finance Director to establish written accounting policies and procedures.

### **Essential Functions:**

The Finance Manager will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Finance Manager responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Finance Manager will demonstrate competency to perform essential functions that include:

1. Supervise Payroll, Accounts Payable and Finance Specialists positions.
2. Assists in the preparation of agency-wide departmental budgets.
3. Project Management on Fund Accounting software and assists with payroll software.
4. Makes recommendations and implements accounting policies and procedures.
5. Reconciles agency wide funds.
6. Responsible for ensuring fixed assets are recorded correctly. Responsible for month-end journal entries.
7. Closes monthly financial reports.
8. Monitors expenditures.
9. Maintains computerized G/L accounts & financial formats.
10. Accounting and payroll records are monitored.
11. Maintains control of accounting activities and ensures financial integrity.
12. Assist with planning for future programs and develops strategies for implementation.
13. Evaluates services and reports to Finance Director federal compliance.
14. Maintains internal financial information.
15. Maintain confidentiality.
16. Utilize virtual platforms for meetings and communications.

### **Minimum Requirements:**

1. BA degree in Accounting, Finance, or related field. All education must be from an accredited institution.
2. Three years' experience of analyzing accounts for a multi-funded Agency, computerized accounting systems, fund accounting preferred.
3. Strong computer skills, word processing, spreadsheets, email, and internet.
4. Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
5. Health Questionnaire is required at hire and will be updated every 3 years.
6. Meet all agency, state and federal required immunizations or have an approved exemption on file.
7. Employee must be able to speak, read, write, and understand English.

**Knowledge, Skills, and Abilities:**

1. Knowledge of; Head Start Program Performance Standards
2. Skill in operating automated accounting systems, general office equipment, performing data entry at times in a repetitive fashion, identifying and reporting discrepancies, verifying and validating work of other staff required.
3. Knowledge of Accounting principles, practices, account analysis and methods, financial recordkeeping practices, computer hardware, techniques in data verification and data entry, proper coding of documents, PGCCS and departmental policies and procedures, office practices and procedures required.
4. Ability to prioritize and management workload and deadlines.
5. Sustained concentration and attention to detail and accuracy.
6. Strong diagnostic and problem-solving skills, particularly mathematical, bookkeeping, and regulatory requirements.
7. Ability to establish and maintain effective working relationships with employees, other agencies, and the public,
8. Ability to follow instructions oral and written, communicate effectively.
9. Demonstrate the understanding of DCS reporting system, signs and symptoms of child abuse and neglect.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision, specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. The hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS Employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold, and poor ventilation.

**Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

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Date