

SUNRISE OF PASCO COUNTY
Job Description

POSITION TITLE: Director of Finance

REPORTS TO: Chief Executive Officer (CEO)

POSITION OVERVIEW: Responsible for the design and implementation of the annual budget.

RELATIONSHIPS: Supervises Senior Program Assistant, Relocation Advocate, and Accounting Assistant. May work with volunteers or interns. Works directly with the CEO on all fiscal matters.

PRIMARY FUNCTIONS:

- Develop the annual budget with the CEO based on the grants awarded for the fiscal year.5%
- Assist in the fiscal portion of funding proposals including assurance that funds are spent according to outcomes expected by the funder. 10%
- Prepare monthly reimbursement requests for submission to funding agencies in a timely fashion.20%
- Record income and expenditures and maintain petty cash records.5%
- Maintain personnel records including time sheets and payroll, prepare monthly and quarterly reports.25%
- Monitor and maintain administrative and financial files.5%
- Maintain computer operations and back-up of information.5%
- Co-ordinate the purchase of supplies with the Senior Program Assistant.5%
- Responsible for the oversight of the risk management process.5%
- Coordinate the annual audit by the agency's CPA firm.10%
- Conduct new employee orientations to include, completion of all necessary paperwork, submission of employee into E-Verify, adding employee into payroll site and all internal documents.
- Oversee all steps of the bi-weekly payroll process 5%
- Responsible for the duties of Equal Employment Opportunity (EEO) coordinator.

SECONDARY FUNCTIONS:

- Other duties as assigned by the CEO.

PROHIBITED FUNCTIONS:

- Does not provide any direct participant services.
- Does not respond to requests from the media.

QUALIFICATIONS AND SKILLS:

- Bachelor's Degree in Accounting or similar field strongly preferred.
- A minimum of two years accounting experience..
- Able to interact in a professional manner with other agencies and funders.
- Proficiency in computer systems and programs used within the agency.
- Must pass screening by FDLE and Pasco County Sheriff's Office.
- Must be able to work with a culturally diverse community with sensitivity and professionalism.

I acknowledge that I have read, understood, and will comply with the above job description and that I have received a copy of same.

Signed

Date