

# **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

## **FINANCIAL MANAGER**

### **Job Description**

#### **GENERAL DESCRIPTION**

The Financial Manager position performs professional level accounting work in the maintenance, review, and reconciliation of financial records to ensure compliance with accepted accounting principles and standards. This position is responsible for all fiscal operations for the Commission including budget development, analyzing financial reports, programs, costs, payments and/or accounting processes, sub-recipient audits, and coaching and monitoring staff in conformance with federal and state program fiscal requirements.

The Financial Manager works independently under the general direction of the Executive Director, and provides administrative support to planning staff and the Commission's Treasurer. It is the position's responsibility to deal regularly with, and represent the Commission to, a variety of outside financial institutions, government agencies, vendors, and accountants.

Work is required primarily at the CVRPC office and attendance at limited evening meetings is required. Limited field work may be required, primarily in association with sub-recipient and contractor monitoring. This is a part-time position for ~16-24 hours per week.

#### **CHARACTERISTIC DUTIES**

- In consultation with the Executive Director and the Commission's Treasurer, plan and oversee all financial management systems of the Commission, including accounting, employee payroll and benefits, grants and contracts, fixed assets, cash flow, investment, loans; develop and/or modify financial systems and policies in accordance with government regulations and organizational needs.
- Perform a full range of professional bookkeeping, accounting and financial analysis functions, including account balancing and reconciliation; payroll and tax reporting; cash flow, investment, and loan management; end-of-year account auditing and closing functions; indirect proposal preparation; and data compilation and analysis as part of budget planning.
- Prepare financial statements, summaries, and a wide variety of fiscal/business reports for internal use and as required by outside agencies.
- Prepare for, coordinate, and manage the annual external audit and financial reviews.
- Develop and monitor the budget, and prepare budget and other financial forecasts.
- Provide financial support and interact with outside organizations served by the Commission, such as the Wrightsville Beach Recreation District, Cross Vermont Trail Association, Local Emergency Planning Committee #5, and any new customers.
- Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles.
- Develop or recommend solutions for problems or situations.
- Serve as the Commission's expert on state and federal grant compliance and interpretation; translate requirements into operational policies and systems and ensure compliance.
- Train staff as it relates to grant administration, federal and state guidance and compliance policies, and organizational financial policies.

- Design and manage the due diligence and monitoring process for sub-recipients; surface and address issues; provide technical assistance as necessary.
- Assist municipalities with development and update of capital budgets and programs.
- Prepare special reports and projects as requested.
- Pursue professional development opportunities.

### **TYPICAL KNOWLEDGE**

- Thorough knowledge of accounting and budgeting principles, practices, and procedures.
- Considerable knowledge of administrative practices.
- Considerable knowledge of state and federal grant administration and compliance monitoring.
- Considerable knowledge of computerized financial management information systems.
- Considerable knowledge of computer applications to grant administration.

### **TYPICAL SKILLS**

- Ability to make mathematical computations with speed and accuracy.
- Ability to analyze, interpret and evaluate accounting problems.
- Ability to develop checkpoints to maintain over-all integrity of the financial system.
- Ability to interpret and apply rules and regulations of considerable complexity.
- Ability in preparing accurate financial and statistical reports.
- Ability to establish and maintain effective working relationships.
- Ability to prioritize duties, work on several issues simultaneously, and meet firm deadlines.
- Ability to develop and implement financial procedures and evaluate their effectiveness.
- Ability to communicate effectively orally and in writing.
- Ability to work independently and as part of a team is essential.
- Ability to be proactive and initiate actions as needed, and to present complex financial data clearly to non-finance audiences.
- Ability to see the larger financial picture and simultaneously pursue a high degree of accuracy in work and to apply judgment to balance them.
- Proficiency in QuickBooks and Microsoft Office products.
- Self motivated to learn new concepts and to participate in new projects.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in accounting or related discipline and three to five years in a similar position; master's degree in accounting, business or financial management preferred.
- Broad base of technical knowledge and skills in accounting theory and methods.
- Relevant knowledge of state and federal grant management and contract administration highly desirable.
- US citizen or otherwise lawfully authorized to work in the United States.

*Adopted: January 2, 2018*