

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

Title: **Finance and Accounting Manager**

Reports to: Executive Director

Classification: Exempt

Revision Date : January 2013

Salary: \$33.65/Hr.

The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

SUMMARY

Under the direction of the Executive Director, the position of Accounting and Finance Manager is responsible for performing professional accounting and supervisory functions directing the activities of the Accounting Department, as well as directing the financial initiatives that facilitate the organization's performing its primary functions. The position requires application of governmental accounting principles for maintaining fiscal records in the areas of WIA and Department of Education.

Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop and Implement Fiscal Procedures.

Supporting Skills

- Maintain primary responsibility for appropriate budgetary planning, control, audits, and reporting.
- Coach individuals and teams having fiscal responsibility in the use of proper procedures.
- Provide budgetary control.
- Conduct fiscal monitoring.
- Manage audits and reporting.
- Manage fixed assets.
- Coordinate fiscal operations for the corporation.
- Solve problems.

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

2. Oversee, Direct and Guide the Fiscal Department of the Organization.

Supporting Skills

- Establish a system for and consistently implement checks and balances on service delivery and organizational operations.
- Communicate key information throughout the organization.
- Instruct staff on proper financial procedures and protocols.
- Provide performance coaching to staff.
- Manage the change process in response to service area and marketplace considerations.
- Direct individual and team efforts organization-wide.
- Motivate staff.

3. Maintain Complex Accounting Records.

Supporting Skills

- Demonstrate understanding of accounting practices and systems, following Generally Accepted Accounting Principles (GAAP).
- Ensure staff learning and understanding of accounting requirements consistent with GAAP.
- Categorize, accrue, allocate, and review recorded costs and deposits appropriately.
- Apply appropriate regulations and requirements.
- Evaluate and utilize technology for accounting practices.

4. Prepare Periodic and Annual Financial Statements and Reports.

Supporting Skills

- Demonstrate the ability to compile information in a clear, accurate, and understandable manner.
- Train staff to present and explain information.
- Interpret data and analyze expenditure.
- Demonstrate the ability to develop reports appropriate for internal and external reporting.

5. Reconcile Bank Statements.

Supporting Skills

- Instruct staff to perform supporting processes for reconciliation of bank statements.
- Review the accuracy of statements.
- Compare bank records with general ledger.

6. Verify Invoices for Accuracy and Proper Coding.

Supporting Skills

- Maintain controls in the area Accounting.
- Review expenditures for accuracy, proper coding, and proper authorization.
- Coordinate all expenditures with program staff.

7. Prepare Monthly Accounting Reconciliations, Referencing the General Ledger, Payroll-Related Reports, Job Costing, and Journal Entries.

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

Supporting Skills

- Analyze financial data and systems.
- Clarify financial trends and projections.
- Develop a system of internal controls.
- Train staff in the use of internal control procedures.
- Develop and implement policies and procedures for systems of control.
- Manage program income and expenditure.
- Maintain accurate records for all finances of the organization.

8. Develop the Organization's Annual Budget.

Supporting Skills

- Confer with the Executive Director to identify priorities in service delivery.
- Confer with the Executive Director to ensure effective planning and controls.
- Guide staff, and obtain critical input from them regarding departmental needs.
- Review projections in revenue and expenditure with senior executive staff and Executive Team.
- Adjust budgetary projections based upon priorities and needs.

9. Provide Budgetary Control for the Organization.

Supporting Skills

- Review all expenditures to budgetary allocations.
- Approve or return for clarification items submitted for payment.
- Provide coaching and advisement to staff having responsibility for fiscal management.

10. Function as the Chief Liaison with the Yuma County Finance Department.

Supporting Skills

- Maintain current information
- Pose questions to obtain clarification.
- Function as a responsive organizational partner.
- Represent the organization with the County Finance Department.

11. Prepare Schedules for External Auditors and Being Available to Respond to Specific Questions when Necessary.

Supporting Skills

- Follow proper budgetary format, compilation, and presentation.
- Analyze financial performance according to protocol for external auditors.
- Respond accurately, understandably, and completely to questions relating to fiscal matters.

12. Prepare/Monitor/Maintain/Administer Agency Budget.

Supporting Skills

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

- Compile departmental information and develop Annual Budget.
- Provide monthly budget feedback to appropriate staff.
- Based on staff feedback, develop budget re-forecasts.
- Interpret and analyze budget data.
- Meet with staff to discuss budget and areas of concern
- Maintain budget flow process.

13. Supervise Staff.

Supporting Skills

- Clarify priorities.
- Build rapport with staff.
- Provide focused feedback on performance.
- Review, verify and approve output.

14. Serve on the Executive Team of the Organization.

Supporting Skills

- Contribute ideas and engage in dialogue concerning critical issues.
- Collaborate with colleagues in planning and implementation.

CORPORATE VALUES

Integrity:

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

Teamwork:

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;
- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

Performance/Initiative:

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

Learning:

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
- Improve by benchmarking and adopting best practices.

Corporate Level Contribution:

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;
- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

Customer Service:

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;
- Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

CORE SKILLS

Language:

- **Communicating:** Communicating with others to convey information effectively.
- **Comprehension:** The ability to understand information and ideas presented (respond effectively to the most sensitive inquiries or complaints, effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).
- **Speech Recognition:** ability to identify and understand the speech of another person.
- **Speech Clarity:** ability to speak clearly so others can understand you.
- **Writing:** **The ability of communicating effectively in writing as appropriate for the needs of the audience.**

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

- **Written Comprehension:** ability to read and understand information and ideas presented in writing.
- **Written Expression:** The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).
- **Reading Comprehension:** Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).
- Fluency in the English language required.

Mathematics:

- Apply mathematical concepts such as addition, subtraction, multiplication, division, fractions, percentages, and ratios.

Reasoning:

- **Problem Sensitivity:** ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).
- **Deductive Reasoning:** ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Critical Thinking:** The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Interpret a variety of technical instructions.

Technology:

- Demonstrates **proficiency** in software including but not limited to Microsoft Windows, Microsoft Office, Microsoft Excel, and Microsoft Access (Database).
- Demonstrates **proficiency** in Internet usage.

Socioeconomic:

- Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

Supervisory:

- **Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Time Management:** Managing one's own time and the time of others.
- **Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Supervise full-time and part-time staff.
- Supervise Accounts Payable, Accounts Receivable, and Payroll Functions.

Interpersonal:

- **Social Perceptiveness:** Being aware of others' reactions and understanding why they react as they do.

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

- Service Orientation: Actively looking for ways to help people.
- Must possess excellent interpersonal skills.
- Must demonstrate excellent self-control and confidence during presentations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effective communication skills;
- Reach with arms and hands.
- Operate keyboard, mouse, copier, fax and other office equipment.
- Maintain close vision, distance vision, peripheral vision, depth perception, and adjust focus as needed for specific required tasks
- Lift at least 5 – 10 lbs.

Other:

- Demonstrate public speaking skills.
- Demonstrate client-interviewing skills.
- Demonstrate data entry and retrieval skills.
- Demonstrate appropriate interpersonal skills to accomplish tasks.
- Interpret federal and state rules and regulations.
- Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance.
- Must demonstrate the Core Values of the Organization.

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting or Business Administration and five years of progressively responsible experience in accounting; or an equivalent combination of experience and education that would provide the knowledge, skills, and ability to perform the functions of the position, is required.

Knowledge of Workforce Investment Act requirements and Department of Education Fiscal Procedures are preferred.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.

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YUMA PRIVATE INDUSTRY COUNCIL
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**FOR HOW TO APPLY INSTRUCTIONS
VISIT WWW.YPIC.COM JOB SEEKER;
YPIC CAREERS**