

# Southeast Alabama Regional Planning and Development Commission

## Fiscal Director – Dothan, AL

### **JOB SUMMARY**

Under direction of the Executive Director, is responsible for monitoring all financial aspects of the Commission's programs including payroll, financial reporting, and annual audit preparation.

### **ESSENTIAL FUNCTIONS**

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
- Participate in the development of the Commission's plans and programs.
- Provides timely and accurate analysis of budgets and financial reports in order to assist department managers in performing their responsibilities.
- Enhance and/or develop, implement and enforce policies and procedures of the Commission by way of systems that will improve overall operation and effectiveness.
- Responsible for supervising accounting procedures of the Commission.
- Advise management on matters of fiscal procedure and importance for the Commission.
- Ensure compliance with the financial procedures of the Commission.
- Manages the Accounting employees including staffing, performance appraisals, promotions, salary recommendations, and terminations.
- Supervise and maintain the Commission's payroll operations to ensure the efficient handling of employees' pay, deductions and benefit payments.
- Coordinate annual audit and prepare the Commissions Annual Financial Report.
- Works with Executive Director, auditors and program directors to develop appropriate budgets; analyzes monthly and annual financial statements to assist department managers.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of financial administration including double entry bookkeeping, budget control, inventory control, payroll, purchasing, and related procedures. Knowledge of accounting procedures as required in the management of state and federally funded programs/projects. Knowledge of federal and state income tax regulations/procedures as applied to the Commission and its employees. Knowledge of laws, regulations, policies, and guidelines affecting the Commission's activities. Ability to prepare complete and accurate reports and statements of considerable complexity. Ability to adapt as necessary to changes/expansions in accounting systems and procedures. Must have a history of successful management of a public or private organization.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in accounting or related field and experience in various areas of financial administration (preferably in governmental accounting) including payroll, purchasing, bookkeeping, and preparation of financial statements/reports. Experience with Head Start preferred.

### **SPECIAL REQUIREMENTS**

Possess valid driver's license and be willing to travel as duties occasionally require. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duties demand.

**TO APPLY:** Please visit the employment page at [www.searpc.org](http://www.searpc.org) for **REQUIRED** application or call 334-794-4093 ext 1415 for more information. Applications must be received by close of business 2-21-17.

**SENDING APPLICATION:** Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302

Email: [areed@searpc.org](mailto:areed@searpc.org) Fax: 334-794-3288

**Please note that Transcripts are REQUIRED to apply for this position.**

EOE/E-verify

Posted: 2-5-17 Closes: 2-21-17
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