

JOB ANNOUNCEMENT

FISCAL DIRECTOR - (Non-Profit)

PROJECT GO, INC.
801 Vernon Street
Roseville, CA 95678
projectgo@projectgoinc.org

Description, Compensation and Benefits:

Description – The Fiscal Director is responsible for all areas relating to the finances of the organization. This includes a multitude of accounting activities comprising: preparation of general ledger, financial reporting, year-end audit preparation, budget and forecasting preparation, payroll reports, accounts payable and receivable, cost allocation and fund accounting.

Compensation – \$80,000.-\$120,000. annually (depending upon experience). This is an Exempt position.

Benefits – Beginning after 60 days of employment, a monthly “allowance” of over \$1,000. may be used to select benefits from our “menu”, including health, dental, life, accident, etc. insurances and 401-k Retirement. Depending upon tenure, 1-5 weeks of paid vacation and all employees receive 12 paid holidays.

Qualifications and Job Requirements:

Strong finance and accounting management skills; ability to design, prepare, monitor and analyze complex financial systems; thorough knowledge of practices of accounting (GAAP); solid knowledge of federal and state auditing and accounting requirements; excellent verbal and written communication skills; ability to solve puzzles and see projects through to completion; advanced proficiency in QuickBooks; additional proficiency in Microsoft Office, Excel, Google Docs and Microsoft Outlook. Bachelor’s Degree in Business Administration or related field, or a CPA License, or operational accounting experience of 10-15 years (preferably experience with a non-profit organization).

About the Organization:

Established in 1978, Project GO is the Community Action Agency for Placer County. We have four distinct departments including: Home Energy Assistance Dept. - (state, federal and utility grant funding to hire staff to install energy conservation measures, including (but not limited to) attic insulation, caulking, weatherstripping, water conservation measures, and energy efficiency testing; Utility Assistance Dept. – (state and federal grants to assist qualified clients to pay delinquent or large utility bills); Housing Dept. – (we developed, own and manage five apartment complexes that provide affordable housing for low-income seniors and families); and our Community Services Block Grant Dept. (CSBG) – (we provide grants to other non-profit organizations for services for the low-income community). For more information go to:

www.projectgoinc.org

Application Instructions:

Send your resume to: projectgo@projectgoinc.org (Attn: Executive Director). PLEASE DO NOT CALL THE OFFICE TO INQUIRE ABOUT THIS POSITION.

PROJECT GO, INC.
Job Description

Job Title: Fiscal Director (Non-Profit)
Department: Management Executive
Reports to: Operations Director/Executive Director
FLSA Status: Exempt, Full-time

Summary: Responsible for preparing and maintaining books of records, accounting reports, budgets, payroll records, audits for Project GO, Inc. (PGI) and applicable Limited Partnerships by performing the following duties:

1. Maintains and oversees maintenance of general and subsidiary ledgers
2. Prepares annual budgets
3. Maintains, documents and tests Internal Controls
4. Prepares accounts payable reports and accounts payable checks as required
5. Prepares monthly and quarterly fiscal reports
6. Responsible for working with financial advisors relative to our investments
7. Responsible for working with auditors
8. Responsible for employee payroll
9. Works with Board of Directors and Finance Committee
10. Develop, train and motivate employees
11. Responsible for development and maintenance of a cost allocation system to track Agency expenses incurred to a contract or contract line item

Supervisory Responsibilities:

Manages subordinates in the various Departments. Carries out supervisory responsibilities in accordance with PGI policies and applicable laws. Responsibilities may include: hiring, training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Language Ability:

Ability to read, analyze, and interpret government regulations, general business periodicals, professional journals, and/or technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to present information and respond to questions from groups of managers, clients, customers, the Board of Directors, the Executive Director and the general public.

Math Ability:

Ability to apply advanced mathematical concepts. Ability to apply mathematical operations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.

Computer Skills:

You will need strong computer skills to succeed in this role. Knowledge of word processing software, spreadsheet software, accounting software, inventory software, payroll systems, internet software, human resource systems, order processing systems, project management software, database software.

Education/Experience:

Bachelor's Degree in Business Administration or related field, or a CPA License, or operational accounting experience of 10-15 years (preferably experience with a non-profit organization).

Knowledge, Skills and Other Abilities:

- Knowledge of generally accepted accounting systems and procedures
- Knowledge of QuickBooks Pro accounting software for Macintosh computers
- Knowledge of grants management and fund accounting, federal/state audit requirements
- Ability to make effective written and oral presentations
- Ability to read and understand complex guidelines, regulations, and policies
- Understanding and experience with government contracts/grants is a plus

Physical Demands:

Regularly required to walk, stand, sit, use hands, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.