

## **Fiscal Director – Non-Profit**

HESSCO provides services and contracts with a comprehensive network of health and supportive services to meet the needs of older adults and individuals living with a disability and is a member of the MetroWest Aging and Disability Resource Consortium (ADRC).

The fiscal director implements the fiscal systems and oversees the financial operations of the organization ensuring accuracy, compliance with Generally Accepted Accounting Principles (GAAP), regulatory oversight and in accordance with specific funding requirements. As a member of the Leadership team, provides support and recommendations in financial implications for strategic and general agency operations.

### **Duties and Responsibilities:**

- Develops and maintains accounting records and internal controls consistent with the requirements of state and federal funding sources.
- Reviews monthly accounting system transactions and the resulting financial statements prior to issuing the statements. Prepares monthly financial statements and a summary report with projections for the rest of the fiscal year.
- Prepares the agency's budget on a program-by-program basis in consultation with the Management Team.
- Works with audit firm on the annual external financial audit and the preparation of related financial statements and reports.
- Responsible for the accurate and timely submission of all external financial reports and audits, including audited financial statements and the Uniform Financial Report. Analyzes and interprets all financial reports for the agency's management as well as the Finance Committee and Board of Directors. Assists managers and program directors in understanding the budget.
- Liaison to the Board Finance Committee. Assists the committee in their understanding of budgets and financial reports so that they may make recommendations to the Board of Directors.
- Responsible for preparing contracts with Elder Affairs, including program budgets and for timely unit-rate and cost-reimbursed contract billing to Elder Affairs.
- Oversees the use of the Solomon (Microsoft Dynamics) and QuickBooks accounting software by the Fiscal Department staff as well as the use of SAMS social service software for fiscal purposes, including service deliveries and co-

pay invoices.

- Oversees the payroll function ensuring compliance with applicable policies, laws and regulations.

**Qualifications:**

- Bachelor's degree in accounting or financial/business management. Master's in business administration degree preferred.
- Minimum of 4 years of experience in finance or accounting with a concentration in budget management and financial projections required. Not for profit experience preferred.
- At least 3 years of supervisory, administrative, or managerial experience required.
- Understanding of federal and state contracting procedures.
- Expertise in accounting software. QuickBooks experience preferred.
- Computer proficiency, including experience with Microsoft products (Excel, SharePoint, Word and PowerPoint) required.
- Experience in preparing for external audits preferred.

**Essential Abilities:**

Excellent written, verbal, and interpersonal communication skills required. Ability to present to small and large groups required.

Ability to multi-task and establish priorities in a fast-paced environment. Detail oriented, organized, solution driven, and strong ability to build relationships required.

Team facilitation necessary.