



ELIZABETH'S NEW LIFE CENTER

Mission: Empower individuals and families to make Godly life choices.

Vision: By the grace of God, we humbly labor in the culture of life.

Job Description

Fiscal Director

Full Position Title: Fiscal Director

Job Status: Non-Exempt, Part-time -- 24 hours per week, Member of Senior Staff

Department: Admin

Reports to: Director of Operations

Supervises: Bookkeeper/Grant Fund Administrator

Committees: Finance and Investments Committees

The Fiscal Director is a member of the Senior Staff responsible for managing the financial activities of ENLC, including investments, budgeting, accounting, grants management, accounting practices, compliance and reporting. This position supervises the Bookkeeper/Grant Funds Administrator as well as has the ability to perform bookkeeping and payroll functions.

Primary Duties

Supervision

- Supervise the Bookkeeper/Grant Funds Administrator
- Conduct annual performance reviews.

Accounting

- Provide fiscal direction and controls for finance department; monitor spending and income, including assigning all income and expense categories, cost centers, and classes.
- Analyze, interpret, and communicate financial operating results to provide information and guidance.
- Prepare monthly financial statements.
- Manage accounts payable and deposits in order to best manage cash flow.

Payroll

- Work with Bookkeeper/Grant Funds Administrator to maintain payroll operations to ensure the efficient handling of employees' pay, deductions, benefit payments, and verify accuracy of payroll and data entry.
- Ensure payment of all payroll liabilities.
- Maintain records of fringe benefits.
- Process annual W-2s, 1099s, and all year-end federal, state, and city filings.

Insurance

- Review insurance policies to ensure adequate/appropriate coverage for all locations, contents, and personnel/board.

Grant Oversight

- Oversee management of grant budgets.
- Maintain all accounts accurately and within categories established by funders.
- Ensure accurate records are kept of all matching funds and in-kind support per grant specifications.
- Ensure fiscal reports are submitted as required by funders by the established deadlines, including quarterly and/or semi-annual federal finance reports (FFRs).
- Ensure Indirect Cost Rate application is filed when due for renewal.
- Assist in the creation of annual grant budgets for subsequent years with grant cycle.
- Assist as needed in preparing budgets for new grant applications.
- Participate in quarterly budget meetings for all grants, large and small, to ensure appropriate spending.

Budget

- Prepare and develop the annual budget in partnership with the Executive Director and department heads.
- Monitor results of operation against budget on a monthly basis
- Prepare financial reports for budget meetings for all departments quarterly or as needed.

Organizational Development

- Member of the Finance and Investment Committees.
- Implement investment strategies as determined by the Investment Committee.
- Manage reserve funds as determined by the Investment Committee.
- Work directly with ENLC supervisors regarding accounting, payroll and other fiscal issues.
- Participate on committees and special projects, as requested.

Regulatory Compliance/Audit

- Maintain knowledge of industry trends and financial legislation to insure ENLC compliance.
- Maintain all official accounting records in conformance with generally accepted accounting principles.
- Contract, coordinate and oversee annual independent audit.
- File all required forms such as the 990, and required state charitable solicitation renewals.
- Respond to requests for information from legitimate entities, as required by law.

Strategic Management

- Evaluate/advise on the impact of long range planning and on the introduction of new programs/strategies, as requested.
- Work with Board Treasurer to prepare Treasurer's reports for the Board of Directors, prior to each board meeting.
- Assist in the development of annual outcome goals for all pertinent strategic initiative(s).
- Track and document steps taken to achieve annual outcome goals.
- Achieve annual outcome goals as outlined in the appropriate business plan.

Policy Development and Documentation

- In coordination with the Director of Human Resources, annually review and develop policies on fiscal areas of concern as needed.
- Annually review and make recommendations to the Director of Operations and Executive Director for changes to ENLC's policies, procedures, and practices on fiscal matters.

Records Retention and Destruction

- Maintain and archive necessary records as required by law and in conformance with ENLC policy.

Secondary Functions:

- ***Benefits Management***
 - With the Director of HR, investigate, monitor, administer and communicate various employee benefit programs, such as group health insurance, life, medical and dental, accident and disability insurance.
 - Coordinate human resources procedures to initiate benefits such as workers' compensation, unemployment compensation, disability insurance, medical and life insurance.
- Provide support for events (e.g. banquets, fundraising) as requested.
- Answer incoming phone calls and provide administrative support as needed.
- Participate in administrative staff meetings and attend other meetings and seminars as required.
- Review and provide advice on legal documents such as leases and contracts.
- Other duties pertaining to the mission of the organization as assigned by management.

Job Requirements

Experience, Education and Licensure

CPA preferred. Bachelor's degree and minimum of 5 years' experience in related field required. Additional courses, seminars or experience related to benefits administration and/or processing is a plus.

Language Skills

Must be proficient in Microsoft Office Suite, computers and Internet. Excellent interpersonal and group communication skills. Ability to read, analyze, financial reports, and some legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, or other agencies. Ability to effectively present information to senior management, employee groups and/or boards of directors. Demonstrated problem solving ability and the logical/rational ability to formulate effective solutions.

Work Environment and Physical Demands:

The noise level in the work environment is low – moderate. While fulfilling the responsibilities of this position, the employee is required to sit, stand and/or walk. Specific vision abilities required by the position include close vision, color vision, peripheral vision and ability to adjust focus.

Other:

Driving to and from various locations may be required. Mileage may be reimbursed by ENLC. Occasional nights and weekends may be required. Maintain professional expertise by participating in appropriate educational conferences and programs to develop and maintain professional knowledge and skills.

ENLC Expectations:

- Adhere to ENLC Policy and Procedures.
- Report candidly when concerns arise as far as fiscal solvency and financial misconduct of any kind.
- Maintain and protect strict confidentiality.
- Honesty, integrity and exceptional financial stewardship.
- Demonstrate flexible and efficient time management and ability to prioritize workload often balancing multiple priorities.
- Strong personal motivation, initiative, sense of responsibility.
- Excellent knowledge of computers and willingness to learn new skills as needed.

- A servant's attitude with the ability to understand how all tasks impact Elizabeth's New Life Center's ministry of supporting life.
- A strong team player.
- Willingness to support Elizabeth's New Life Center's mission and vision as defined by Elizabeth's New Life Center.

I have received and read this job description and understand that it does not limit my employer's ability to require additional tasks of me. I understand this supersedes previous documents and statements. I also agree that I will carry out my job as outlined above, and if I have a question concerning work expectations, I will check with my supervisor.

Employee's Signature

Date: