



CLINTON, EATON, INGHAM & SHIAWASSEE Counties

CACS is an Equal Opportunity Employer.

CAPITAL AREA COMMUNITY SERVICES, INC.
Notice of Job Posting

TO: All CACS Employees, Volunteers and General Public
FROM: Danielle Cross, Human Resources Manager
DATE: December 6, 2018

Applications are now being accepted for the following position at Capital Area Community Services:

Director of Finance (1 Position)
Office Location: 101 E. Willow St. Lansing, MI 48906

All qualified applicants should email a resume with an attached cover letter to:

danielle.cross@cacsheadstart.org or by mail to:

C.A.C.S., Inc. Head Start
101 E. Willow Street
Lansing, Michigan 48906
Attn: Human Resources

Internal applicants must submit a letter of interest by close of business Wednesday, December 12, 2018 in order to be considered. This position will remain posted until filled.

All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use and a pre-employment background check after offered employment.

PLEASE NOTE: C.A.C.S., Inc. is an equal opportunity employer and promotes career advancement opportunities. This is a simultaneous Internal/External Posting pursuant to CACS Policies and Procedures.

" A Community Action Agency "

Capital Area Community Services will not discriminate against any individual or group in employment or services because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. In addition, CACS will provide reasonable accommodations for access to services/employment.

101 EAST WILLOW STREET • LANSING, MICHIGAN 48906-4894
TELEPHONE (517) 482-6281 • TDD 800-649-3777

C.A.C.S. INC. JOB DESCRIPTION

Division: Head Start and Early Head Start
Job Title: Director of Finance
Classification: Professional
FLSA: Exempt

Job Summary:

The Director of Finance reports directly to the Executive Director and is a member of the Agency's executive team. The Director of Finance provides the Program Directors, Executive Director and Board of Directors with relevant financial data necessary for budgetary and financial decisions. Additionally, the position oversees the efficient and timely performance of the Finance Department.

I. Job Requirements:

- 5+ years of experience overseeing the financial operations of a not-for-profit with at least \$10 million in annual revenues; including:
 - Experience analyzing and interpreting highly complex financial data
 - Experience budgeting and accounting for grant-funded programs
 - Experience with Head Start programs and their financial performance requirements
 - Extensive experience working with the federal Uniform Grant Guidance
 - Experience overseeing and maintaining agency policies such as the Financial Procedures Manual and the Cost Allocation Plan
 - Experience overseeing staff and their assignments
 - Experience overseeing the accounts receivable function and collecting outstanding reimbursements
 - Experience overseeing the accounts payable function and the related tax reports
 - Experience overseeing the payroll function and the related tax reports
 - Experience overseeing employee benefits and the related tax reports
 - Experience using Generally Accepted Accounting Principles (GAAP) to prepare Financial Statements
 - Experience working with auditors to complete the Single Audit and Retirement Plan Audits
 - Experience writing Requests for Proposals (RFP) for goods and services
 - Experience negotiating employee benefit plans with carriers
 - Experience negotiating business insurance policies
- Possession of a Bachelor's Degree in Accounting; a Master's Degree in Accounting, Business Administration, or a related field is highly desirable
- Possession of an active CPA license is highly desirable
 - Must undergo and satisfactorily pass at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures:
 - Criminal History Search including Federal Fingerprint Clearance
 - Child Abuse and Neglect Central Registry Clearance
 - Physical examination, Tuberculosis (TB) test and drug screen
 - Valid Michigan Operator License or State ID
- Must possess the ability to:
 - Keep current on professional licenses and certifications as needed.
 - Work on multiple tasks and be able to organize and prioritize tasks efficiently.
 - Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

II. Responsibilities

- Supervises the operations of the Finance Department and its staff.
- Prepares accurate and timely financial and other reporting as required for internal management and/or funding sources. Assists Program Directors in identifying and addressing budget variances.
- Provides financial reports, support and guidance to the Board Audit, Budget and Finance Committee in analyzing the Agency's financial position.
- Oversees the timely and accurate payment of all Agency liabilities.
- Oversees the timely and accurate collection of all Agency receivables.
- Assists Program Directors in the preparation of budgets and grant applications.

- Maintains a positive liaison with auditors, funding sources and stakeholders.
- Maintains a thorough understanding of funding source rules and regulations.
- Maintains a thorough understanding of Agency Policies & Procedures.
- Develops and maintains the Agency Financial Procedures Manual.
- Oversees the annual Agency audit process:
 - Coordinates preparation of the Agency's financial statements in accordance with Generally Accepted Accounting Principles (GAAP)
 - Responds to inquiries from the auditors
 - Facilitates communication between the auditors, Agency staff and the board of directors
- Prepares the annual Agency budget.
- Prepares the Agency indirect cost rate proposal and annual cost allocation plan.
- Recommends and assists in the installation of new or modified accounting systems, procedures, terms and other financial and administrative matters.
- Other duties as assigned.