

DIRECTOR OF FINANCE-ADMINISTRATION

Seeking an individual who will be responsible for coordinating the day-to-day administrative and financial needs of the Agency, specifically managing the public sector agency budget process.

QUALIFICATIONS

Candidate must possess a Bachelor's degree from an accredited college or university; however, a Master's degree in Business Administration or Public Administration is preferred. Candidate must have a minimum of 4 years' experience in the private or public sector as a Chief Financial Officer, Director of Finance or Administration, or in a comparable position and have direct experience dealing with coordination and implementation of the budgetary process in the private or public sector. Preference will be given to candidates who have experience dealing with Federal and State agencies on finance issues.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

1. Safeguards all of the Agency's financial interests.
2. Responsible for the accounting of all agency revenue and expenditures, including invoicing and receipt of funds and proper purchasing protocols.
3. Responsible for financial risk management taking the lead on all insurance matters.
4. Ensures proper payroll procedures and accompanying practices including workers compensation, unemployment insurance, pensions, deferred compensation programs and any non-contributory plans.
5. Routinely sample and pre-audit invoices.
6. Discuss with Executive Director any recommendations by external auditor.
7. Prepare monthly exception report comparing year to date (YTD) actual expenditures to budgeted appropriations.
8. Highlight and communicate to Executive Director and Department Directors any potential for over-expenditures.
9. Two months prior to year-end, meet with Department Directors and prepare draft budget for Executive Director's review.
10. Assist the Executive Director in presenting the Agency's budget to Board Members.
11. Maximize invest return and safely invest the agency's idle liquid assets.
12. Working with the Agency's Financial Advisor review opportunities for debt restructuring and optimize new issuances.

Qualified applicants who are interested in applying should submit a resume to Human Resources at rbarry@jmeuc.com

An Affirmative Action/Equal Opportunity Employer