



The Council of Southeast Pennsylvania, Inc.  
Bailiwick Office Campus, Unit 12, 252 W. Swamp Road, Doylestown, PA 18901-2444  
Phone: 215-345-6644 Fax: 215-348-3377 www.councilsepa.org  
Information/Intervention Line: 1-800-221-6333

## JOB DESCRIPTION

**TITLE:** FISCAL MANAGER  
**REPORTS TO:** DIRECTOR OF OPERATIONS & BUSINESS ADMINISTRATION  
**CLASSIFICATION:** EXEMPT, FULL TIME

**SUMMARY:** The Fiscal Manager is directly responsible to the Director of Operations & Business Administration for all fiscal operations of The Council. The Fiscal Manager is responsible for fiscal policies and procedures, strategic planning as it relates to finance, and implementation.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:** Minimum of a BA, ideally with an accounting, CPA or related degree. At least six-plus years of overall professional experience with a background of broad financial management. Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for a department or significant program area. Knowledge and experience in multi cost-center budgeting and analysis, full charge bookkeeping and accounting procedures. Strong organizational skills with a conceptual understanding of multiple cost centers, policies, leases, contracts, and insurance requirements. Must be able to work well with people, demonstrate good communication skills and have the ability to work effectively on a team. Strong working knowledge and experience with QuickBooks, Excel, Microsoft Office Suite.

A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders. Personal qualities of integrity, credibility, and dedication to the mission of The Council of Southeast PA.

**ESSENTIAL DUTIES:** Key management leader of The Council of Southeast Pennsylvania, Inc., responsible for overseeing the fiscal operations of The Council. The Fiscal Manager will play a critical role in partnering with the senior leadership team in strategic decision making as The Council continues to enhance its quality programming and build capacity.

**Financial Performance and Viability:** Develop and support resources sufficient to ensure the financial stability of The Council.

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the Director of Operations & Business Administration; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual. Maintain fiscal compliance.

- Responsible for the fiscal integrity of The Council, to include submission to the Board of Directors of a proposed annual budget and monthly financial statements. Effectively communicate and present the critical financial matters to the board of directors.
- Translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.

**DAILY JOB RESPONSIBILITIES:** Responsible for fiscal operation of the agency, to include:

- Responsible for fiscal management that anticipates operating within the approved budget, to ensure maximum resource utilization and maintenance of the organization in a positive financial position.
- Development and updating of annual budget, salary rosters, direct and indirect expense allocations and all proposals.
- Continual analysis/tracking of revenue and expenses of Council programs, financial statements.
- Oversight of fiscal department and adherence to The Council's Corporate Compliance Plan.
- Meet with Program Managers regularly; review program reports and analyze revenue and expenses to assure programs remain within budgeted amounts.
- Prepare monthly invoices, reports, overview, contracts & leases for Executive Director's signature.
- Responsible for fiscal component of grants: budget development for proposals, contracts, fiscal compliance and reporting.
- Oversee payroll processing.
- Organization and management of accounting and bookkeeping activities, petty cash. Review and approval all bills, reimbursements. Review and approve invoices for payment, coding -- route to bookkeeper for payment.
- Assist auditors with preparation of audit report and follow through with audit recommendations.
- Supervision of bookkeeper and accountant.
- Review financial internal control for entire agency.
- Maintain inventory log and asset tracking.
- Develop cost proposals for programs as needed.
- Grants - budget development and tracking for fiscal compliance and reporting.
- Non grant financial reporting: i.e. PA unclaimed property, Unemployment Services, updating D&B report, Federal CCR and SAM registrations
- Work with Director of Operations & Business Administration with insurance issues and compliance as needed.
- Preparation of fiscal component of annual report.
- Work with Board finance committee as appropriate.
- Participate as member of Senior Management Team: assume confidential decisions/discussions, determination of planning/brainstorming vs. information to be disseminated, honesty/candid responses, public endorsement of management & meeting outcomes.
- Abide by and enforce the Council's Employee Handbook, including but not limited to: code of conduct/ethics; technology code of conduct; non-discrimination policy.

**COMPENSATION:** Commensurate with experience and other qualifications. Quality benefits package includes health and PTO.