



JOB POSTING

POSITION: Finance Manager

OFFICE LOCATION: Within CSS region

JOB STATUS: Full Time/Exempt

DETAILS:

Professional administrative position serving as Finance Manager of the County Social Services Mental Health & Disability Services Region. The Finance Manager's office location will be determined during the hiring process.

To apply, please send a letter of interest and resume to the address listed below. An Application for Employment from the applicable county will then be sent to you for completion.

Interviews will begin on August 3, 2018. Applications will be accepted up until the time the position is filled.

Please mail or e-mail letter of interest and resume to:

Karen Dowell, Chief Operating Officer
County Social Services
1407 Independence Ave, 2nd Floor
Waterloo, IA 50703
kdowell@countysocialservices.org

County Social Services is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

SERVING THESE IOWA COUNTIES

Allamakee County
Black Hawk County
Butler County
Cerro Gordo County

Chickasaw County
Clayton County
Emmet County

Fayette County
Floyd County
Grundy County

Hancock County
Howard County
Humboldt County

Kossuth County
Mitchell County
Pocahontas County

Tama County
Webster County
Winnebago County

Winneshiak County
Worth County
Wright County

WEBSITE: www.countysocialservices.org

COUNTY SOCIAL SERVICES JOB DESCRIPTION

FINANCE MANAGER

Job Title: Finance Manager
Department: County Social Services (CSS)
FLSA Status: Exempt
Salary Range: \$48,000 to \$70,500
Reports to: CSS CEO
Supervised by: CSS CEO

BASIC FUNCTIONS AND RESPONSIBILITIES:

Professional administrative position serving as Finance Manager of the County Social Services Mental Health & Disability Services Region. Under general direction of the Chief Executive Officer (CEO), performs advanced level financial analysis, program feasibility analysis, and management analysis. Prepares, monitors, analyzes and reports on the region-wide budget. The Finance Manager is the primary liaison with the Regional Fiscal Agent, the Independent Auditor and the Iowa Department of Management.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Compiles detailed financial information for the preparation of the region budget; analyzes/reports on revenue and expenditure growth, trends, and projections; analyzes the effect that changes in revenue/expenditures will have on the budget; works with CEO and COO in preparing the budget for the Annual Service and Budget Plan and financial report for the Annual Report.
- Manages the review of documentation justifying expenditures, expenditure chart of accounts classification, and the monitoring, analysis, and control of expenditures, ensuring full transparency of the financial performance of the region.
- Oversees the management of member county budget preparation; the review by the CSS Board and confirmation on Department of Management website.
- Coordinates with the Regional Fiscal Agent to maintain a sound financial accounting system.
- Advises the CSS Board, CEO, COO and appropriate program manager(s) regarding financial and budgetary issues.
- Creates and updates a 5-year projected budget; analyzes the effects of proposed projects and actions in regard to long-term cost effectiveness.
- Presents financial information for release to the general public by developing content and formatting of material to be provided to the media and presented to stakeholders at the Annual Meeting and special meetings; acts as a resource to various statewide committees on topics dealing with region finances.
- Responsible for all accounts payable and receivable activities for CSS.
- Responsible for the management of cash flow within the region.
- Prepares and submits monthly financial report to the CSS Board.
- Coordinates the annual independent audit and presents the final report to the CSS Board.
- Serves on the CSS Finance Committee.
- Provides staff support to the CSS Board, CEO, and COO in the preparation, research, implementation, and monitoring of current and proposed fiscal policies and procedures; provides information and recommendations on fiscal impact, and cost/benefit analysis, of region activities and procedures; prepares reports and presentations.
- Provides ongoing research and financial analysis of occurrences that affect the financial management of the region.
- Attends meetings and participates on committees and special projects as assigned.
- Other duties as assigned

SUPERVISION RECEIVED:

- Supervision is received from the CSS CEO.

SUPERVISION EXERCISED:

- None.

QUALIFICATIONS:

- Bachelor' Degree in finance, accounting, public administration, economics, statistics or related area required; at least four years of professional-level experience in budget analysis or financial management required. Any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be substituted for a four-year degree.
- Excellent written and verbal communication skills are required.
- Must be proficient in computer software applications that include knowledge and hands on experience with computer programs such as Excel, Word and Power Point, or other relevant software related to budget development/forecasting.
- Must have a valid Iowa Driver's License in the State of Iowa and be insurable under the County's guidelines.

WORK ENVIRONMENT AND PHYSICAL DEMANDS.

The work environment and physical demand characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.