Position: Director of Fiscal Services  
OhioMeansJobs Post #209959297

Job Description: Ashtabula County Community Action Agency is Hiring a Director of Fiscal Services

Ensure that all Agency financial requirements are met, be they statutory, regulatory or program specific. Ensure that generally accepted principles of accounting are applied throughout the Agency. Approve or establish all Agency accounting systems, procedures, forms and account classifications. Plan, direct and supervise Agency-wide auditing activities. Assist Program Directors with program financial matters.

Supervise and evaluate the Accountant position: identify and provide for training needs, assign and evaluate work. Keep accountant current on changes in Programs relating to the fiscal department as information is acquired from directors meetings.

Provide technical assistance to all Program Directors concerning budgets with regards to flexibility, rules and regulations of particular grants and programs.

Analyze and streamline the workflow within the fiscal department and the Programs; identify and eliminate duplicated efforts.

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Assure the installation and operation of system-wide accounting software programs.

Plan, operate and control an effective accounting system, including payroll, inventory control and procurement.

Plan, operate and control an effective financial reporting system which provides the basis for issuance of timely and accurate financial statements.

Interview and hire for the Accountant position and assist with the interviewing and hiring of accounting personnel subject to the final approval of the Executive Director.

Advise and assist the Executive Director with all matters affecting the financial operations of the Agency, providing information or materials and performing other such duties as required.

Meet regularly with each Program Director to review budget information and tracking mechanisms, provide historical forecasting, budget analysis, projections and offer assistance with determining fiscal activities and allocations.

Maintain accuracy of the General Ledger for Properties Corporation, ACCHDO and Non-Federal accounts.

Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions.

Minimum Salary $50,000 per year

Desired Skills: Bachelor’s degree in Business Administration. Minimum of five years of technical accounting experience. Must be comfortable with computers, learning new software programs and able to troubleshoot the fiscal software.

How to apply: Interested applicants may submit resumes to:

Ashtabula County Community Action Agency  
P.O. Box 2610  
Ashtabula, OH 44005

OPEN DATE 7/9/19  
CLOSE DATE 8/9/19

If you need assistance or have any questions, feel free to contact:  
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234

Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.

Thank you and best of luck  
OhioMeansJobs Ashtabula County

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