

Economic Opportunity Agency of Washington County Job Description

Position: Finance Director

Program: **Agency**

Status: Exempt

Reports to: Executive Director

Work Location: Springdale, Arkansas

Summary: The Finance Director is responsible for overseeing the financial operations of the Agency. This position is accountable to the Executive Director for the proper stewardship, accountability, and reporting of all restricted and unrestricted funds received and expended by the Agency. The Finance Director ensures fiscal integrity, regulatory compliance, and accurate financial reporting in support of Agency programs and operations.

Essential Duties and Responsibilities

- Oversee day-to-day financial reporting and accounting functions
- Manage the general ledger and produce financial reports for internal and external users
- Assure the proper accountability of all restricted and nonrestricted funds
- Supervise accounting personnel
- Prepare financial reports for the Executive Director and Board of Directors
- Provide technical assistance to staff in the preparation of program budgets
- Prepare and submit federal grant award financial reports and cash drawdowns
- Maintain inventory and maintenance records of all agency equipment
- Stay well-informed of all guidelines pertaining to financial requirements for all agency programs
- Ensure that all financial requirements for documenting and reporting both federal and nonfederal share are met.
- Provide technical assistance and instruction to employees regarding proper documentation of in-kind, purchasing procedures, and related requirements
- Prepare for the annual Agency audit process and serve as liaison with auditors
- Coordinate with the Agency's 401(k) retirement plan vendors
- Update and maintain the Agency's financial policies and procedures manual
- Assist program directors in identifying and addressing budget variances
- Maintain positive working relationships with staff, auditors, funding sources, vendors, and stakeholders
- Prepare the annual Agency budget
- Oversee payroll processing and employee benefits administration
- Attend and present financial reports to the Board of Directors and Finance Committee Meetings
- Perform other related duties as assigned by the Executive Director

Knowledge and Skills

- Strong accounting and financial management skills
- Ability to establish and maintain effective working relationships with intra and inter-department staff, vendors, auditors, and funding partners
- Ability to read, interpret, analyze, and clearly present financial information
- Strong verbal and written communication skills, including presentation of financial data to groups
- Ability to audit records and ensure compliance with applicable regulations and guidelines
- Ability to maintain confidentiality with professionalism, discretion, and integrity

Qualifications

- Minimum of a bachelor's degree in accounting or business
- Significant accounting experience, preferably in a nonprofit organization
- Demonstrated experience in budgeting, financial reporting, and grant compliance
- Proficiency in computer-based accounting systems and ability to learn specialized financial software
- Experience with Abila MIP Fund Accounting is a plus
- Experience with federal grants is preferred

Other Information

Position is primarily office-based. Some local and out-of-state travel may be required.
Hours: 8a.m.-4:30 p.m., M-F. Some evenings and weekends may be required.