

**FIRST STEP, INC.
FINANCE OFFICER
POSITION DESCRIPTION**

POSITION: FINANCE OFFICER

FULLTIME, 40 hours per week.

GENERAL DESCRIPTION: Under the supervision of the Executive Director and Program Director provides for the day-to-day financial management of the organization and ensures compliance with financial reporting requirements and the data integrity of the financial management system. Examines, analyzes, and interprets accounting data, records and reports. Advises or assists management on accounting and financial management matters. Applies the principles of accounting and complies with GAAP requirements. The Finance Officer is responsible for all bookkeeping, and all agency financial data regarding grants, budget and financial status. Performs a wide range of complex professional accounting duties in the analysis, preparation and maintenance of grant and financial records and reports. Maintains cash controls, prepares the payroll and personal administration. Manages office operations including purchasing and accounts payable. Preparation and monitoring of grant requests and reports. Performs related duties as assigned.

To Apply: Candidates must submit all of the following:

1. A cover letter. Cover letter must explain specifically, how your experience and education meet the requirements of this position.
2. Resume
3. Completed and signed First Step, Inc. "Job Application" that can be found at: <http://firststep.org/>.

A complete job description for this position can be found at the website listed above. All three items above must be emailed, "**Finance Officer Position**", to: firststephr@yahoo.com. *No phone calls please.*

DUTIES AND RESPONSIBILITIES:

I. FINANCIAL MANAGEMENT

1. Oversee the development, updating, and implementation of the cost allocation plan to meet grant and agency requirements.
2. Ensure that all financial requirements mandated by funders are reflected in agency policies and procedures and are implemented correctly.
3. Maintain accurate budgets for the current year and provide management and funders with reports required to monitor budget status.
4. Build budgets for the next two fiscal years that reflect strategic plans and initiatives.

5. Assist in preparation of grant applications, specifically on financial/budgeting components and with the Executive Director, ensure compliance with financial requirements outlined in all grant contracts awarded.
6. Conduct financial analysis and keep accurate account of respective fund balances for designated (temporarily restricted) funds.
7. Prepare, review, and analyze financial statements (to include income statements, balance sheets, receivable reports, cash flow management, etc.).
8. Provide required monthly financial reports to allow for management and Board of Directors to facilitate informed financial decisions.
9. Ensure timely, accurate invoicing on all grants.
10. Ensure that all tax-reporting requirements are met (annual tax returns, quarterly payroll reports, etc.) Review tax returns prepared by external auditor. Provide oversight for preparation, review, and submission of W2's and 1099's.
11. Provide all needed materials for annual external audit and other grant reviews as required by the Board of Directors and funders.

II. ADMINISTRATIVE SERVICES

1. Process all expenses and revenues.
2. Reconcile all accounts monthly.
3. Prepare accurate and timely billings and financial reports for all funding sources.
4. Create and maintain accurate schedule of due dates.
5. Prepare and submit budget adjustments as necessary.
6. Prepare bi-monthly payroll. Adjust employee time sheets as directed.
7. Prepare budgets for approval and monitor approved budgets.
8. Submit payments for payroll taxes as required by law.
9. Update Cost Allocation Plan annually and utilize to code all expenses and revenues.
10. Prepare budget portion of grant applications.
11. Maintain agency permanent files and financial records.
12. Prepare Texas New Hire Reporting form for each new employee.
13. Setup and update timesheets for all staff reflecting appropriate funding source payment distribution.
14. Prepare for agency financial audits and serve as liaison with auditors.
15. Coordinate with Program Coordinator to ensure proper donation/grant revenue recoding.
16. Ensure that financial policies and procedures are followed in all fiscal matters.
17. Supervise check out fundraisers as needed.

III. PROGRAM SUPPORT SERVICES

1. Attend and participate in Admin Team and agency staff meetings as directed by team leader and/or agency leadership.
2. Document all services provided in a timely manner using approved procedures.
3. Perform job duties in accordance with approved agency policies and procedures.
4. Ensure that all persons are treated in a manner consistent with the agency mission.
5. Work with community members and agencies to develop resources for all clients.
6. Assist Volunteer Coordinator in developing and implementing training for volunteers.

7. Work on coordinated agency efforts to increase the community's understanding of interpersonal violence issues.
8. Participate in the development and implementation of coordinated strategic plans to meet the agency mission.
9. Attend trainings approved by team leader to maintain proficiency.
10. Perform other duties as assigned by team leader and/or agency leadership.

QUALIFICATIONS: Education: Associate's degree in Accounting or Finance required; Bachelor's degree in Accounting or Finance preferred, plus a minimum of 3 years of accounting experience required. Experience with fund accounting software. Strong analytical and math skills. Excellent time management and organizational skills. Must demonstrate proficiency in accounting and be able to perform advanced administrative and accounting duties

Accounting experience with local, state and federal grants required. Accounting experience in a non-profit is desirable. Computer skills software including Quick Books Accounting, Database software, Microsoft Office Suite including advanced Excel. Strong interpersonal skills and ability to work as a team member, providing support as well as constructive feedback in social interactions. Proficient, independent writing and communication skills. Must be self-motivated, self-confident, result oriented and maintain high moral and ethical standards.

Computer skills software including Quick Books Accounting, Database software, Microsoft Office Suite including advanced Excel. Strong interpersonal skills and ability to work as a team member, providing support as well as constructive feedback in social interactions. 4. Proficient, independent writing and communication skills. Ability to respond in constructive, supportive manner on the telephone and in person to people who may be in a crisis situation; sensitivity to varying cultural, ethnic, and social backgrounds, values, attitudes, and languages.

Ability to respond in constructive, supportive manner on the telephone and in person to people who may be in a crisis situation; sensitivity to varying cultural, ethnic, and social backgrounds, values, attitudes, and languages. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must have adequate personal physical and social capability to fulfill functions of this position.

Demands: 100% inside work 0 % outside work No extreme temperatures No excessive noise exposure 90% sitting 10% standing/walking 90% operating computer 10% phone and interpersonal computers Some lifting of accounting boxes. No exposure to hazards. Ability to remain calm under stress and have the emotional and physical stamina to deal with a variety of stressful situations. Ability to multi-task, respond to telephones, written correspondence, and other auditory and visual stimulation. Must be able to tolerate sitting or standing. Must be capable of using computers, telephones, cell phones, shredders, and facsimile machines. Must possess a current Texas driver's license and have a clean driving record. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required for the position.

QUALIFICATIONS

Associate's degree in Accounting or Finance required; Bachelor's degree in Accounting or Finance preferred plus a minimum of 1 year of accounting experience. Experience with accounting software. Strong analytical and math skills. Excellent time management and organizational skills. Must demonstrate proficiency in accounting and be able to perform advanced administrative and accounting duties. Must be self-motivated, self-confident, result oriented and maintain high moral and ethical standards.

Ability to read, write and converse in English. Must be capable of using computers, telephones, cell phones, shredders, and facsimile machines. Must be able to pass a background check.

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First Step, Inc. is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.