



Area Agency on Aging

## **Job Description & Classification Specification Lewis Mason Thurston Area Agency on Aging**

### **Chief Financial Officer**

FLSA Status: Exempt

2023 Salary Range: \$90,864 - \$120,792 Annual

Reports To: Executive Director

Supervisory Responsibilities: Yes

#### **JOB OVERVIEW**

The Chief Financial Officer is a key management position with responsibility over a full range of administrative services including fiscal management, billing, payroll, vendor/provider payments, financial reporting, forecasting and budgets. This position is a member of and collaborates with the Executive Leadership Team. Serves as one of the Agency's division directors. Reports to the agency Executive Director.

This classification specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all work requirements, which may be inherent in the position.

#### **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES**

- Plan, organize and direct the fiscal functions of the agency under the general direction of the Executive Director.
- Serve as a member of the Agency Executive Leadership team, developing agency policies and procedures for staff.
- Develops annual Area Plan Budget, written Cost Allocation Plan, as well as budgets for each funding source as required.
- Regularly communicate fiscal and budgetary matters to the Council of Governments.
- Supervise, prepare and approve billings to the State and other funding agencies.
- Implement and maintain the Agency accounting system.
- Prepare annual financial statements in accordance with SAO's budgeting Accounting and Reporting System (BARS) guidelines.
- Plan, organize and direct fiscal/payroll/accounting staff. Review progress, evaluate staff performance and accomplishments to assure work is performed in a timely and efficient manner.
- Monitor contracted providers for fiscal compliance with federal and state grants and regulations; review and approve contractor budgets and reimbursement rates; monitor spending and contract compliance, perform fiscal assessments of contractor accounting systems and provide technical assistance for changes or improvement.
- Update and maintain agency's internal control system.
- Act as the liaison for State Auditor's office for annual audit and with finance officers and auditors of sub-recipients and other contractors. Review sub-recipient audits and review any needed corrective action plans.
- Review and approve expenditures.

## **OTHER JOB FUNCTIONS**

- Participates in meetings and training as required or appropriate.
- Performs other duties as assigned.

## **CORE COMPETENCIES AND JOB REQUIREMENTS**

- Ability to uphold agency stewardship and accountability standards.
- Ability to meet deadlines.
- Ability to uphold confidentiality of data and information.
- Knowledge of governmental budgeting, accounting and auditing standards and best practices.
- Knowledge of fiscal analysis.
- Knowledge of the cost and administrative requirements of federal grants.
- Knowledge of business and organizational management.
- Ability to exercise sound judgment and decision making.
- Ability to work collaboratively with other directors, supervisors and staff.
- Ability to direct the work of subordinates and evaluate performance.
- Ability to plan, organize, and manage an independent governmental finance and accounting system.
- Ability to communicate effectively in English, both in writing and orally.
- Valid/current WA State Driver's License with current automobile insurance.
- Successfully pass a background check according to DSHS/ALTSA and agency policies.

## **WORKING CONDITIONS**

- Work is performed indoors in an office environment, usually weekdays between the hours of 8:00 AM and 5:00 PM.
- Travel is required within Lewis Mason and Thurston counties and occasionally to other parts of the state.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

## **EDUCATION MINIMUM:**

Bachelor's degree in Business, Accounting, Public Administration or a closely related field, which includes one year of courses in accounting.

## **CERTIFICATION and Experience preferred:**

- Certification as a Certified Public Accountant, Certified Government Financial Manager, Certified Managerial Accountant or equivalent.
- Two years' experience auditing government financial statements and/or grant compliance.

## **EXPERIENCE MINIMUM:**

- Four years of progressively responsible experience in fiscal management, including two years of experience in accounting involving federal grants.
- Two years of experience in a supervisory role.

**DISCLAIMERS**

The statements contained herein reflect general details as necessary to describe the essential functions and core competencies of this position, the level of knowledge and skill typically required and the scope of responsibility. This job description, while comprehensive, should not be considered an all-inclusive listing of work requirements or tasks. Individuals may perform other duties as assigned.

This Agency is an equal opportunity employer and is committed to working with its employees to reasonably accommodate them with the physical aspects of a position. Qualified applicants are considered for employment without regard to race, creed, religion, color, age, sex, national origin, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical handicap, or any other protected characteristic as outlined by federal, state, or local laws.