

POSITION TITLE: Finance Supervisor

PROGRAM Central Administration

REPORTS TO: Chief Financial Officer

MAJOR RESPONSIBILITIES

- ♦ Assists Chief Financial Officer in executing and implementing the day to day financial operations of the agency.

DETAILED RESPONSIBILITIES:

1. Execute the directions of the Chief Financial Officer (CFO).
 2. Reviews, correlates and prepares cash receipts for CFO review.
 3. Prepares, sorts and analyzes cash receipt entries and disallowed expenses.
 4. Assists with preparation of budget applications, budget modifications and vouchers.
 5. Works with EOC program and fiscal staff to minimize and correct uncollectible claims.
 6. Executes and implements policies and procedures as defined by the CFO.
 7. Updates voucher schedules for all cash receipts.
 8. Responsible for screening calls for the CFO as well as any completing any required plans for meetings and travel.
 9. Coordinates finance committee meetings and corresponds when directed by CFO to committee members.
 10. Processes any remote or other deposits as delegated by the CFO.
 11. Works with finance staff on special projects as delegated by the CFO.
 12. Supervises finance staff members on a daily basis, troubleshooting and training as needed.
 13. Assists with monthly preparation and distribution of financial statements to EOC staff as designated by CFO.
 14. Assists finance team with all ongoing audit requirements, including CFR and 401K.
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QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

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- ◆ Thorough understanding of finance functions and office management.
 - ◆ Excellent computer skills.
 - ◆ Excellent verbal and written communication skills.
 - ◆ Strong organization skills and meticulous attention to detail.
 - ◆ Team player with good listening skills.
 - ◆ Proficient in the use of Word, Excel, and accounting databases.
 - ◆ Work history must demonstrate ability to multi-task and function independently.
 - ◆ Must be proactive in seeking tasks and demonstrate leadership.
 - ◆ REQUIRED Valid New York State Driver's License and own insured Vehicle

EDUCATION and/or EXPERIENCE:

Bachelors from an accredited university or college in Accounting or Business Administration and 4 years of related work experience

And/or

Associates degree in Accounting or Business Administration and 6 years of related experience.

CATEGORY:

- ◆ NON-EXEMPT