

## SOUTH FLORIDA REGIONAL PLANNING COUNCIL

### POSITION DESCRIPTION

**Position:** Finance Manager

#### **Responsibilities**

Responsible for the management and execution of the Council's finance function, including payroll, billing, disbursements, financial reporting, and cash flow monitoring.

#### **Duties**

- Provides and interprets financial information.
- Produces accurate financial reports to specific deadlines.
- Monitors and interprets cash flows and predicts future trends.
- Responsible for the Council's financial accounting, monitoring, and reporting systems.
- Responsible for managing the Annual Audit process with external auditors.
- Responsible for the preparation of the Annual Operating Budget and related amendments.
- Responsible for all Federal, State, and local government financial reporting.
- Responsible for wire transfers, ACHs, drawdowns of program funds, and all agency banking functions.
- Researches and reports on factors influencing Council performance.
- Conducts reviews and evaluates cost-reduction opportunities.
- Maintains adequate levels of petty cash for office functions and replenishes directly from bank as needed.
- Develops external relationships with appropriate contacts, e.g. auditors, attorneys, bankers, and statutory organizations.
- Keeps abreast of changes in financial regulations and legislation.
- Assists Project Managers in preparation and monitoring of project budgets.
- Processing of payroll, payables and receivables, maintenance of fixed assets, and preparation for the annual audit. Maintaining files for payroll, payables and receivables, and assisting staff with issues related to payroll, expense reimbursements, 401K, etc.

#### **Knowledge, Skills & Abilities**

- Excellent interpersonal, verbal, and written communication skills, including proper spelling and grammar.
- **Proficiency in Microsoft Office, QuickBooks, CHIPS, BUCS and GMS software preferred.**
- Knowledge of accounting reporting and control systems.
- Ability to work well under time-sensitive deadlines.
- Has high numeracy, technical and problem-solving skills; shows initiative.
- Possesses a strong attention to detail and has an investigative nature.
- Has analytical approach to work.
- Has ability to work as part of a team and is able to build strong working relationships.

#### **Education/Experience**

- Bachelor's Degree in Accounting/Finance.
- Five+ years' experience as a first or second chair in a finance organization.

## **Physical and Sensory Requirements / Environmental Factors**

- **Physical Ability:** Duties require the ability to exert light to medium physical effort in sedentary to active work. This may include the occasional lifting, carrying, pushing and/or pulling of objects and financial records. Tasks may involve extended periods of time at a keyboard or workstation.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.