



# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

## JOB DESCRIPTION

**Position Title: Chief Fiscal Officer**

**FLSA: Exempt**

**Class Title: Director**

**Range: Director**

**Reports to: Executive Director of ACCAP**

### Position Requirements:

**Education and Experience:** Bachelor's Degree from a four (4) year college or university; five (5) to ten (10) years related experience and/or training.

**Licenses Required:** None.

**Certifications Required:** None.

**Background Investigation Required:** BCA and Credit Check.

**Knowledge:** Knowledge of nonprofit accounting and auditing principles, procedures and applications: state and federal grants and procedures; agency funding sources and their financial requirements; employment laws, record keeping and reporting; office procedures; non-profit accounting software; word processing, database and spreadsheet software. Basic understanding of technology hardware and software.

**Abilities:** Maintain confidentiality; prioritize and meet deadlines; work independently and as a team; perform basic complex accounting functions; accurately perform arithmetic computations; operate office computers and other machines; maintain good working relations with employees and the public, communicate effectively on an oral and written basis; supervise effectively; work under stress. Maintain internal control methods.

**Skills:** Evaluating difficult accounting problems; analyzing and interpreting complex accounting records and reports; excellent organizational skill; dealing with difficult situations.

### Duties and Responsibilities:

Supervise the Agency's accounting department and technology department. Coordinate the agency finance and technology departments; perform professional accounting work of moderate to complex difficulty; maintain internal control procedures; prepare internal and external financial statements and reports; monitor and balance the general ledger; seek out problem areas and make corrections; code data according to prescribed accounting procedures; oversee and review the following processes in the accounting area; preparation of journal entries; preparation of invoices to all funding sources; preparation of annual budgets; preparation and gathering information for the annual agency audit; review and update the Agency's Financial Policies; coordinate the agency's purchasing needs. Oversee and guide the Technology team keeping the Agency network, data software and phone system running efficiently. Keep the Directors and Board Members informed of all areas of accounting and technology. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building. Must have a valid driver's license.

Posting Date: May 13<sup>th</sup>, 2019

Closing Date: Until Filled

Status: Permanent/FT

Benefits: Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125

Location: Anoka County

Supervisor: P. McFarland

To receive an employment application, go to [www.accap.org](http://www.accap.org).