



**Maternal Infant Services Network
10 Little Britain Road
Newburgh, New York 12550**

Title: Fiscal Manager

Reports To: Executive Director

Classification: Exempt

About MISN: is a community-based not-for-profit dedicated to health and wellness across the lifespan and access to health care for all. It offers programs in the Mid-Hudson region.

Duties:

1) Agency fiscal management.

- a) Manage grant and other accounting programs of the agency; ensure appropriate chart of accounts and accurate allocation of income and expense according to program, division, or other designation.
- b) Monitor all expenditures and prepare reports as necessary, including monthly, quarterly and annual reports for administration and Board of Directors.
- c) Assist Executive Director with development of annual agency budget and program budgets.
- d) Assist - as directed by the Executive Director - the Board Officers and the Finance Committee.
- e) Know and comply with the agency's finance policy; ensure that approved protocols are followed.
- f) Prepare and coordinate the annual agency audit; gather all financial information in advance of auditors on-site.
- g) Review, provide back-up documentation as required, and comply with all regulations as required by law, agency contracts and agency administration.

2) Payroll

- a) Processing bi-weekly payroll - review and verify employee time sheets for payroll service. Call payroll service with information.
- b) Prepare and submit applicable payroll taxes.
- c) Prepare and submit on time quarterly and annual payroll-related federal and state tax reports.
- d) Maintain accurate and organized files for all employee payroll records.

3) Employee Benefits Management

- a) Understand agency benefit package for employees and applicable eligibility periods.
- b) Maintain annual (and accrual) documentation of all employees' paid time benefits (sick, holiday, vacation, personal, other); including recording of all used time.
- c) Manage agency 403B and pension plan payments and obligations; ensure timely payments.
- d) Maintain accurate and organized filing system for all employee benefits records.

4) Manage agency revenue and expenditures

- a) Record all accounts payable upon receipt by organization; prepare payments according to schedule determined by administration, ensuring timely payments to all customers and vendors.
- b) Record all agency revenue upon receipt by organization; verify that payments are consistent with agency

grants, contracts, or other services.

c) Reconcile all agency bank accounts on a monthly basis. Provide system-generated reconciliation report for Executive Director review and sign-off.

5) Grants management

a) Be familiar with contract and vouchering processes for all agency services and programs.

b) Follow agency protocols for tracking expenses by grant or contract program; assist with development of new or improved tracking systems.

c) Maintain separate record keeping for all contracts and programs to ensure program-specific recording and reporting of revenues and expenditures. For expenses, which are allocated across programs, ensure adherence to agency approved cost-allocation system.

d) Prepare contract- and program-specific expense reports and vouchers according to each funder's protocol and in compliance with the required submission schedule. When superseded by the agency submission schedule (to ensure cash flow), follow agency administrative directive.

e) As authorized by the Executive Director, act as agency representative for fiscal information to all fiscal agents of contract funding sources.

f) Monitor all contract and program budgets and expenditures to ensure compliance with legally approved contracts; advise Executive Director of need for budget modifications or timely budget management (appropriate timing of expenditures and year-end closeout).

g) Prepare program end reconciliation reports for administration (and funder) as required.

h) Assist the Executive Director or Program Managers as designated by the ED, with new or renewal program-specific budgets.

h) Maintain accurate and organized filing system for all (and each) agency contract/program. Ensure adherence to federal, state or funder-specific requirements for fiscal record keeping.

6) Conference Registration

a) Use agency software programs to set up and maintain accurate records of participant registration, payment, and other necessary information for ease in managing professional and community education conferences, programs, or special events in collaboration with Office Manager and Program Assistant.

7) Attend advanced educational trainings as suggested or required by the Executive Director to maintain personal and agency expertise in fiscal management.

8) Coordinate special projects and other duties as requested by the Executive Director.

Qualifications:

- Bachelor's Degree in Accounting, Business Administration or related degree, and three- to five-years' relevant experience in not-for-profit fiscal and grants management.
- Computer program applications: Microsoft Office Suite
- **Proficiency in Fund EZ accounting software program and Excel required.**

Areas of Expertise:

- Knowledge and experience in general business accounting procedures.
- Strong mathematic and organizational skills.
- Effective oral and written communication skills.
- Ability to work independently.
- Knowledge and experience with information systems programs and operations.

Other important information about this vacancy: Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability, gender, gender identity or protected veteran status. We especially encourage applications from individuals who can bring diverse cultural and ethnic perspectives and experiences to our agency.