

## **JOB DESCRIPTION**

**TITLE:** Assistant Director of Finance  
(Exempt position)

**HOURS:** 35 hours per week

### **GENERAL DESCRIPTION:**

Under the supervision of the Director of Finance (DOF) serves as Assistant Director of Finance for the Area 1 Agency on Aging. Required to work in close coordination with the Director of Finance, fiscal staff and Agency program managers and staff.

### **SPECIFIC DUTIES:**

- Assists DOF with maintenance of the Agency's financial records to include revenue, receipts, disbursements, payroll, journal vouchers and general ledger.
- Analyzes financial information in order to identify and resolve discrepancies in a timely manner.
- Examines the transaction on a daily basis and assists the fiscal staff to maintain accurate records in the accounting software, MIP.
- Verifies transactions prior to finalization of Agency program monthly financial statements and subsequent reports to government and granting agencies.
- Review of Balance Sheet account reconciliations.
- Compiles and prepares routine reports and schedules as requested by the DOF.
- Assists with the preparation of the internal yearly budget. Works with the Executive Director and program managers in the Agency.
- Assists the DOF to perform risk management and internal control reviews for the Agency to prevent any incidences that may cause losses.
- Assists the DOF with the annual Single Audit and CDA Audits by preparation of required work papers and schedules.
- Reviews the Agency insurance and employee benefit plans and recommends changes as required.
- Ensures compliance with California labor law and personnel policies in the A1AA Employee Handbook.
- Participates in A1AA committees as directed
- Performs other duties as required.

### **QUALIFICATIONS:**

- BS degree in Finance, Accounting or Business Administration preferred. Significant experience may be accepted in lieu of degree.
- Five years of progressively responsible fiscal management – non-profit preferred.
- Experience with budgets of \$1 million or more.
- Non-profit budget development and management.

#### KNOWLEDGE:

- GAAP, Federal, State and local laws, rules and regulations
- Good knowledge of accounting and bookkeeping practices
- Advanced MS Excel skills (create spreadsheets and use advanced financial functions)
- Familiarity with accounting software (i.e. Abila, MIP, Sage Intacct)

#### DEMONSTRATED ABILITIES REQUIRED:

Excellent written and oral communication skills, planning and organizational skills; strong attention to detail and accuracy; organizational and time management skills; ability to consistently exercise good judgment; ability to analyze and solve problems; ability to function as a cooperative and flexible team member; ability to prioritize and accomplish multiple assignments; ability to maintain accurate records; ability to be self-motivated and self-directed while adhering to Agency policies and guidelines.

#### OTHER REQUIREMENTS:

Possession of a valid California driver's license and access to a vehicle in good working condition is required.

#### PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Essential Physical Requirements:

- Pleasant and clearly understandable phone voice.
- Ability to sit at a desk for up to one hour at a time.
- Ability to lift and/or move up to 10 lbs.
- Ability to operate computer and office equipment

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In the event of a community or agency disaster, job duties and responsibilities may change as directed by the Executive Director or other authorized agency representative. These duties would be related to assisting our client population, senior service providers, the agency, or other community organizations, in disaster and recover operations, following the agency disaster plan.