

Job description

CLUSTER Community Services is seeking a Fiscal Director to work with a dedicated group of professionals and will be responsible for financial operations. Including developing, directing, and administering finance and accounting policies and programs related to budgeting, forecasting, financial modeling, variance analysis, and internal controls.

Work directly with the Executive Director to plan for and address all of CLUSTER's fiscal operations.

- Manages all financial aspects of the agency; collaborates with the Executive Director to plan for and address all of CLUSTER's fiscal operations; including public contracts, vouchering, expenditures, and reporting in accordance with prescribed guidelines, and timetables.
- Provides monthly financial information to Program Directors and ED; prepares reports for the Finance Committee, Executive Committee and the Board of Directors, including EOY financial statements and audit work papers for annual agency audit.
- Compiles the agency budget; supervises and oversees account staff. These duties include posting of general ledger, journal entries and processing monthly closing. Administration of payroll, filing state and federal taxes; accounts receivable and accounts payable; management of fixed assets; reconciliation of all bank accounts and investment accounts; manages quarterly audits of client personal allowance accounts for the Community Residence Program and miscellaneous petty cash accounts.

During COVID-19 CLUSTER Community Services visitation is BY APPOINTMENT ONLY! CLUSTER provides mask, sanitizer, gloves as needed and social distancing is in place upon entrance as well as a request that ALL STAFF AND VISITORS complete a Wellness Checklist. SOME STAFF are on a rotating A-B Schedule with electronic equipment provided for business use when working remotely.

Job Type: Full-time

Salary: Up to \$95,000.00 per year

Schedule:

- Day shift

COVID-19 considerations:

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Ability to commute/relocate:

- White Plains, NY: Reliably commute or planning to relocate before starting work (Preferred)

Education:

- Master's (Preferred)

Experience:

- Accounting: 1 year (Preferred)

License/Certification:

- CPA (Preferred)

Work Location: One location