

# Finger Lakes Community Action

## Job Description

**Job Title:** Finance Administrator

**FLSA Status:** Exempt

**Department:** Indirect

**Reports To:** Chief Financial Officer

### **Summary:**

The Finance Administrator works under the direction of and serves as the primary support for the Chief Financial Officer (CFO). The Finance Administrator assists the CFO in providing guidance to all departments regarding each facet of specific and comprehensive budget issues.

### **Essential Duties and Responsibilities:**

#### **OVERSIGHT AND REPRESENTATION**

- Assists in the budgeting process, and supports administrators and directors on fiscal matters
- Serves as support to the Finance Committee of the Board of Directors.
- Responsible for financial decisions and duties in the absence of the Chief Financial Officer.

### **Safety Responsibilities:**

- Obey all safety rules, government regulations, signs, markings and instruction
- Become familiar with safety policies that apply directly to you in the area in which you work
- Attend and actively participate in safety meetings
- Report any unsafe hazardous conditions to your supervisor
- Refrain from any unsafe act that might endanger yourself, consumers or fellow employees
- Report all workplace accidents, incidents immediately to your supervisor
- Practice good housekeeping by picking up tools, materials and putting them into their proper places
- Compliance with safety and health rules and regulations is a condition of employment

#### **COMPLIANCE IMPLEMENTATION**

- Responsible for review and adherence to internal controls relating to cash collection and cash deposits.
- Supports and monitors fiscal internal control systems which safeguard agency assets and which keep expenditures within budgetary guidelines.
- Responsible for the understanding and supporting development and implementation of fiscal policies and procedures to ensure compliance with federal and grant related regulatory requirements.
- Responsible for reviewing agency expenditures for appropriate purchase orders and receipts to support purchases.

## **FISCAL OPERATIONS**

- Supports the accounting function of the agency to ensure quality, timely reporting, and the healthy fiscal position of the agency.
- Assists CFO in financial activities of the organization including, but not limited to, accounts receivable, accounts payable, budgeting and internal controls.
- Reviews policies and procedures as necessary to ensure the proper operation of the overall agency fiscal systems.
- Assists in the timely remittance of agency expenditures thus ensuring responsible cash flow management.
- Verifies, reviews and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or spreadsheets and databases.
- In conjunction with the CFO, assembles information for periodic solicitation of funder reporting and independent auditing firms.
- Under direction of the CFO, assists with interim, year-end, and comprehensive audits and examinations (e.g. External audit firm, regulatory agencies, etc.).
- Assists in monthly and annual closings.
- Assists in the Agency-wide Budget Preparation.
- Assists with special projects as necessary.

## **PLANNING, ASSESSMENT AND REPORTING**

- In conjunction with the CFO, Administrators, Program Directors and the Human Resource Director, ensures that payroll codes and budgets align.
- Oversees fixed asset schedule and depreciation calculations.
- Assists CFO in providing timely and accurate quarterly and annual reports for various funding sources.
- Assists CFO in providing monthly finance reports to agency board of directors.

## **LEADERSHIP, STAFF DEVELOPMENT AND SUPERVISION**

- Member of the Finance Office, responsible for facilitating regular information exchange between the Finance Department and Program Management.
- Assist and guide fiscal department staff in the execution of their job descriptions through continuous observation, coaching and formal / informal training.
- Attend all necessary meetings and trainings.
- Other duties as assigned.

## **Qualifications:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:**

- Bachelor's degree in Accounting; CPA firm experience or five years' related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

**Math Ability:**

- CPA related functions; Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

- Must have working knowledge of basic computer applications such as Microsoft Office. Must have a working knowledge of spreadsheet software and accounting software.

**Certificates and Licenses:**

- Valid driver's license.

**Supervisory Responsibilities:**

- In conjunction with the CFO, works with subordinate fiscal staff and assists in the overall direction, coordination, and evaluation of the Fiscal Department. May directly supervise fiscal staff. Acts in a consultant capacity and provides technical assistance to agency managers in accordance with the organization's policies and applicable laws. Responsibilities may include hiring, training, appraising, rewarding and disciplining fiscal staff; addressing department-related complaints and resolving problems as needed and appropriate.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually quiet.

### **Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms.

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### **Compliance**

“If any person witnesses, learns of, or is asked to participate in any activities that are potentially in violation of the Finger Lakes Community Action Compliance Plan, he or she should make a confidential contact, without repercussion, to the Compliance Officer, his or her Director/Manager, or the Executive Director. Reports may be made by calling the compliance Hotline (1-315-665-0131 x110), or by emailing information to the Compliance Officer [compliance@FLCA.org](mailto:compliance@FLCA.org) or by walk-in to the Compliance Officer’s office.”

### **Medicaid Fraud**

Medicaid fraud and abuse affects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG’s recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.

Finger Lakes Community Action employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG’s fraud hotline. Tips can be completely anonymous—and OMIG investigates all reported information.

If you suspect fraud or abuse, call toll free:  
1-877-87-FRAUD \* 1-877-873-7283

### **Employer’s Disclaimer**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.