



## Disability Rights Idaho (DRI)

### Job Description

**Job Title:** Director of Fiscal Operations

**Mission:** Educate, advocate, investigate, and litigate to protect and advance the rights of Idahoans with disabilities.

**Vision:** An Idaho where people are empowered, voices are heard, equity is achieved, and differences are celebrated.

**Core Values and Associated Behaviors:** DRI respectfully promotes the human and civil rights of individuals with disabilities. In doing so, DRI staff are expected to incorporate DRI's core values of integrity, quality, dignity of risk, teamwork, and inclusivity through the following associated behaviors:

#### Integrity

- We are accountable for our actions, accountable to clients & each other.
- We are bound by the Idaho Rules of Professional Conduct & Rules of Civility.
- We are honest, truthful & transparent in our interactions.
- We comply with all confidentiality provisions in our grants & ethics rules.
- We are respectful in our interactions & act with humility.

#### Quality

- We act professionally & respectfully in our internal teams, with clients & with partners.
- We provide quality services for our clients. We are relentless in our pursuit of results.
- We are responsible for interactions inside the agency & in the community.
- We do the research & have expert knowledge of laws & issues that impact our clients.
- We are responsible for our work product.

#### Dignity of Risk

- We ask clients for what outcomes they want.
- We provide client choice/self-determination.
- We apply a client-driven approach to all advocacy services.

- We ask clients for their most preferred terms & language, & we use those terms & language in our notes & interactions.
- We assist persons with disabilities to access programs that they qualify for, allow them maximum independence & integration into their community of choice.

#### Teamwork

- We understand how our work fits the overall agency & team goals.
- We offer to help before being asked (pitch in).
- We humbly ask for help when we need it.
- We give 100% effort.
- We show up & do what we say we are going to do.
- We treat our coworkers with respect & honor each other's individuality.
- We have a positive outlook.

#### Inclusivity

- We value diversity – honoring people's history & experiences.
- We seek to eliminate cultural & linguistic biases.
- We are respectful of & acknowledge past trauma.
- We recognize intersectionality of disability, i.e., race, gender identity, culture, age, sexual identity, sexual orientation & socio-economic status.
- We are compassionate, empathetic & non-judgmental when working with or on behalf of people with disabilities.

**Job Summary:** The Director of Fiscal Operations (DFO) is responsible for oversight of the financial and administrative affairs of the agency in accordance with sound financial principles and government regulations. The DFO is responsible for performing complex work involving the creation and maintenance of financial records, protecting and maintaining the financial integrity of the organization and supervising office and personnel management. The DFO directs the development of the budgets, financial statements, completion of Federal Financial Reports (FFRs), payroll, and all other finance-related duties; and manages and coordinates human resource functions at DRI. This position makes recommendations on establishment of major economic objectives and policies. In addition, the DFO ensures that DRI develops and maintains comprehensive financial policies and budgets and complies with all financial requirements, as well as ensures the efficient operation of DRI's office administration and personnel services.

**Supervisory Relationships:** The Fiscal Officer is directly responsible to the Executive Director. They directly supervise a Fiscal Assistant.

**Employment Status:** Regular Full-Time Exempt Position

**Salary Range:** Starting at \$98,970 - \$106,579

## **Principal Duties and Responsibilities:**

### **Fiscal**

Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies;

Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting;

Deep knowledge and understanding of the Office of Management and Budget (OMB) Uniform Guidance;

Manage accounting operations and ensure that all functions are completed in a timely manner;

Manage day-to-day accounting functions, including payroll, accounts payable, accounts receivable, cash management and banking activities;

Manage multiple federal, state and private grants, ensuring compliance with funding requirements as well as organizational policies and procedures. Respond to funders' financial monitoring efforts. Prepare grant applications and year end reports;

In coordination with the Executive Director, develop annual agency budget and monitor monthly performance against targets;

Assist management and Board of Directors on their understanding of financial matters. Prepare regular reports for the Board's Finance Committee and full Board of Director's meetings both in writing and orally;

Communicate with management on spending discrepancies and complex financial matters clearly and concisely;

Excellent organization and communication skills, as well as cultural competence and the ability to communicate effectively with people representing diverse interests, styles and backgrounds;

Knowledge and experience in organizational effectiveness and operations management implementing best practices;

Assist DRI Board Treasurer, as needed, in developing financial information for

board review;

Manage and support the annual audit and tax return preparation. Oversee selection for fiscal auditor services;

Maintain Accounting Policy and Procedure Manual, initiating updates as needed to improve agency's systems and internal controls;

Develop budgets for new grant applications;

Oversee purchase, lease, and maintenance of equipment and contracts with major vendors, office supplies, and library materials;

Manage employee time reporting and allocation of expenses among programs. Establish and maintain individual employee files;

Establish agency bank accounts. Make deposits, withdrawals, transfers as required;

Coordinate with the Executive Director the supervision of staff hiring, disciplinary action, or termination and Human Resources processes (forms, personnel files and benefits information);

Identify and recommend for adoption personnel policies and employee benefit programs (health insurance, long-term disability insurance, retirement, etc.);

Coordinate unemployment and workers' compensation issues;

Serve as a member of the Management Team and advise the Executive Director on policies and practices affecting fiscal and operational issues;

Performs other related activities as assigned;

Excellent organization and communication; and

Commitment to the mission, values and vision of the DRI.

### **Supervisory/Management**

Responsible for hiring, training, supervising, and terminating fiscal department staff;

Responsible for keeping training materials for new fiscal hires up to date, providing training on fiscal responsibilities and practices as well as general DRI policies,

practices and philosophies; and responsible for on-going training to fiscal staff;

Coordinates and manages Fiscal Personnel, facilitates departmental communications, and allocates tasks and resources as needed;

Conducts performance evaluation reviews, regular one-on-one meetings, coaching, and individual meetings;

Delegates work activities to appropriate fiscal staff and ensures work is completed in a timely and professional manner;

Adheres to the Idaho Rules of Professional Conduct (IRPC) and ensures that fiscal staff adhere to the IRPC;

Provide leadership to facilitate the cooperation of positive working relationships between fiscal staff in a way which will motivate them to support organizational operations, goals and objectives and adhere to values;

Approve fiscal staff's vacation leave schedules to ensure smooth fiscal operations;

Supervise, coordinate and ensure that all DRI fiscal/accounting policies are implemented and followed;

Oversee the maintenance of all accounting forms; and

Research and develop existing and/or new accounting systems and ensure the fiscal assistant's knowledge of said programs.

## **General Duties**

Maintain confidentiality of all client information with adherence to the ethical standards of the Idaho Rules of Professional Conduct and DRI's grant requirements;

Demonstrate effective verbal and written communication skills;

Participate in staff, department, and supervision meetings;

Maintain a professional demeanor, adhere to DRI's Core Values;

Participate in the preparation of the annual creation of goals and priorities when requested by the Executive Director;

Maintain a professional demeanor and adhere to DRI's Core Values when making public contact as a representative of DRI; and

Perform other agency related functions as requested by Executive Director.

## **Minimum Qualifications:**

### Required Knowledge, Skill, and Abilities:

- \* Bachelor's or Master's degree in accounting or finance preferred.
- \* Minimum 5 years' relevant experience with federal and/or state grants and contractors.
- \* Experience with not-for-profit accounting and financial reporting.
- \* Experience designing, installing and maintaining accounting and budgeting systems; preparing financial statements, management reports and schedules requiring financial analysis; establishing internal controls; analyzing and interpreting financial information and reports and recommending appropriate executive action.
- \* Understanding of cash management principles, generally accepted accounting principles and double entry bookkeeping.
- \* Management and supervision experience, ability to train personnel, delegate responsibility and evaluate staff performance. Team player, patient teacher. Ability to multitask.
- \* Knowledge of labor laws and regulations preferred.
- \* Knowledge of personnel services including records, reporting requirements, fringe benefit programs, wage and hour regulations, workers' and unemployment compensation requirements; experience with employee benefit administration.
- \* Experience with accounting and other office software preferred.

- \* Must be respected as a leader who asks for help and seeks opportunities for improvement.
- \* Experience working or living with people with disabilities preferred.
- \* Committed to DRI's mission, and ability to abide by DRI's core values and vision.

#### Required Cognitive Attributes:

- \* Demonstrated ability to communicate effectively, both written and oral.
- \* Experience handling confidential matters discreetly; flexibility with changing situations. Experience working with people with disabilities preferred.
- \* Demonstrated effective interpersonal skills, sensitivity to other people, the ability to work with others on a cooperative basis; and establish and maintain effective working relationships with co-workers, funding agency personnel, and the Board of Directors.
- \* Communication – skill in delivering both positive and negative information with tact.
- \* Organization – ability to gather and classify information, including very detailed information.
- \* Resilience – adaptability to changes in workload, environment, and competing priorities.
- \* Judgement and decision-making – ability to use logic in effective reasoning;
- \* Comprehension – understanding direction and ability to carry out tasks as assigned or requested.
- \* Persuasive – ability to guide others in achieving group and individual goals.

#### Required Physical Attributes:

- \* Willingness and ability to travel minimally and work extended hours as required.
- \* Must be able to work at a computer the majority of the time.
- \* Position requires operating a computer and other office equipment to complete fiscal reports and duties, correspond with co-workers and third parties the majority of the time.
- \* The person in this position must be able to detect, read, or observe written information or numbers the majority of the time.
- \* The person in this position must be able to discern or hear verbal communication from others a majority of the time.
- \* The person in this position must be able to communicate with co-workers and third parties, in writing and verbally, the majority of the time.

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.