



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

MDS Community Action Agency is currently accepting applications for the following position:

Job Title: Deputy Finance Director

***This position will train under the current Finance Director and upon completion of training, will transition into the Finance Director role.**

Location: Escanaba, MI

Qualifications:

1. Bachelor's Degree in business, finance, accounting or related field; advanced degree in finance, business, accounting or CPA preferred.
2. At least five years of experience in finance or accounting required; private non-profit, governmental, or public experience preferred.

Salary and Benefits: Starting wage is negotiable. Benefits include paid personal, sick and vacation time; 403(b) retirement plan; health, dental and life & disability insurances; and access to our Employee Assistance Program.

Job Summary: Under the general direction of the Executive Director, oversees and directs the overall accounting, financial auditing, reporting, and budgeting for the agency. Recommends and utilizes accounting and financial systems to meet grant compliance requirements, and serves as financial advisor to the Governing Board, Executive Director, and Program Managers.

Please submit a completed application to MDSCAA, Attention: Deputy Finance Director Job Posting, 507 1st Ave. N, Escanaba, MI 49829 **OR** send an email to hr@mdscaa.org.

An online application can also be completed using the following link: <https://pdf.ac/OP1k2>

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

M-D-S Community Action Agency Job Description

Program: Finance Department **Reports to:** Executive Director
Title: Finance Director **Supervises:** Assistant FD; Acct Clerk
Location: Administrative Office **Updated:** October 9, 2023
Classification: Regular, salaried

GENERAL SUMMARY

Under the general direction of the Executive Director, oversees and directs the overall accounting, financial auditing, reporting, and budgeting for the agency. Recommends and utilizes accounting and financial systems to meet grant compliance requirements, and serves as financial advisor to the Governing Board, Executive Director, and Program Managers.

QUALIFICATIONS

Education: Four year college level degree in business, finance, accounting or related field; advanced degree in finance, business, accounting or CPA certification preferred.

Experience: At least five years' experience in finance or accounting required; private non-profit, governmental, or public experience preferred. Should include all aspects of accounting and financial management.

Other: Computer efficient and able to learn data bases. Strong analytical and prioritization skills. Collaborative approach to problem solving. Strong communication and teamwork skills. Must be available for occasional overnight travel for training and/or meetings.

ESSENTIAL FUNCTIONS

- Oversees and directs the agency's Finance Department and its staff, including payments of all agency liabilities and submissions of all financial related reports to various funding sources. Supervises accounting operations and maintains the general ledger.
- Advises Executive Director on matters concerning internal control, budgets, property control and other management matters.
- Ensures the Single Agency Audit and 403(b) Retirement Plan Audit are completed on an annual basis.
- Ensures all federal, state and local tax filings, including the 990 report, are completed on time.
- Serves as a liaison with Federal and State monitors and independent auditors, to ensure compliance with funding sources rules and regulations.
- Maintains, compiles and collates all fiscal budgetary and monetary data relevant to audits to be performed.
- Provides scheduled financial reports to the Finance Committee, Governing Board, and Executive Director. Participates in the Finance Committee and Governing Board meetings.
- Meets with Executive Director and Program Directors on a monthly basis to review current program financials.

- Assists Program Directors in the preparation of budgets for grant applications.
- Maintains timely communication with Executive Director and Program Director regarding budget recommendations and expectations related to the program.
- Recommends and assists in the installation of new or modified accounting systems, procedures, forms and other financial administrative matters.
- Maintains agency cash flow, and reviews reconciliation of agency bank statements.
- Manages the assets of the agency. Maintains optimal investments, checking and savings account balances in coordination with the Executive Director.
- Prepares and reviews correspondence related to the Finance Department.

The above statements are intended to describe the general nature and level of work being performed by a person in the position. They are not construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job anytime.