**GREATER ERIE COMMUNITY ACTION COMMITTEE (GECAC)**

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>GRADE NO.</th>
<th>DIVISION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President/ Financial Operations</td>
<td>VIII</td>
<td>Executive</td>
</tr>
<tr>
<td><strong>PROGRAM</strong></td>
<td><strong>REPORTS TO:</strong></td>
<td></td>
</tr>
<tr>
<td>Finance – Administrative Services</td>
<td>Chief Executive Officer</td>
<td></td>
</tr>
</tbody>
</table>

**BASIC FUNCTIONS:**
Directs the overall operation of the Agency’s Financial Systems. Functions as the supervisor of staff performing all financial functions in accordance with generally accepted accounting principles inclusive of payroll; general ledger accounting, purchasing and reporting also supervises the positions of Budget Analysts for Employment Training & Education, Area Agency on Aging and Head Start. Oversees the financial grants management process inclusive of modifications, amendments, budget preparation and reviews. Prepares all audit contracts and provides information to all auditors in the conduct of their duties. Communicates verbally and in writing with all funding source fiscal personnel to assure adherence to regulations and an adequate cash flow for the agency. Recommends fiscal policy and procedures to the Agency Administration and Board to assure smooth fiscal operations. Reports to the Management Committee and Board Treasurer monthly on all program revenues and expenditures.

**DUTIES AND RESPONSIBILITIES:**

1. Develops, implements, and maintains sound accounting practices for use throughout GECAC operations, such as impressed accounts, vouchering, payroll activities, purchasing and inventory control.
2. Develops and implements a practical monitoring mechanism for all GECAC revenues and disbursed funds.
3. Recommends budget and spending policy changes to the Chief Executive Officer.
4. Develops budgetary forecasts, incorporating anticipated costs and unanticipated variable costs and reviews forecasts with Executive Staff and relevant Program Directors.
5. Trains and otherwise instructs various component directors in budgetary techniques to minimize errors and deficiencies.
6. Develops, implements, and monitors a financial unit internal training plan to insure continuity of functions in the absence or turnover of unit members.
7. Initiates agreements for the performance of independent financial audits in line with funding source regulations and acceptable accounting procedures.
8. Analyzes GECAC financial data and systems for and evidence of deficiencies and/or mismanagement and recommends corrective actions to the Chief Executive Officer, the Board Management Committee and Board Treasurer.
9. Investigates relative indicators and prepares salary and wage schedule adjustments in conjunction with Vice President Human Resources and Vice President Operations for Chief Executive Officer and Board review and approval.
10. Schedules and conducts regular financial review meetings with Executive and Unit Staff, documents results and monitors any action to be taken as a result of such meetings.
11. Develops and closely monitors the budgets and expenditures of the GECAC Administrative Services Budget.
12. Working closely with the Chief Executive Officer and relevant staff, develops the base allocation plan for the GECAC Special Purposes Account inclusive of close monitoring of its cash flow:
   - Special Purposes/General
   - Special Purposes/Transportation
   - Special Purposes/Food
13. Is responsible for budget activities of program components and approves budget allocation prior to proposal submission.
14. Is responsible for all payroll related matters and ensures that all functions are carried out precisely and in a timely manner.

I ___________________________ verify by my signature that I have been provided a copy of my job description.

Employee Name (PRINT)

_________________________ ___________________________
Employee Signature Date

_________________________ ___________________________
Division Manager Signature Date

Original Date: 4/7/2014 Revised Date: 11/4/2016 Page 1 of 2
<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>GRADE NO.</th>
<th>DIVISION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President/ Financial Operations</td>
<td>VIII</td>
<td>Executive</td>
</tr>
<tr>
<td>PROGRAM</td>
<td>Finance – Administrative Services</td>
<td>REPORTS TO: Chief Executive Officer</td>
</tr>
</tbody>
</table>

15. Is responsible for the development of budget activities for program components and approves budget allocation prior to proposal submission.
16. Signs all checks ensuring for accuracy, completeness and necessity of needs.
17. Supervises all payroll related matters and ensures that all functions are carried out precisely and in a timely manner.
18. Checks and authorizes quarterly annual tax edits.
20. Verifies and signs payroll request for information.
21. Deals with insurance office, parking authority and banks concerning any problems with billing.
22. Checks hospitalization billings for accuracy.
23. Approves all journal entry offsets and journal entries concerning payroll related items.
24. Meets regularly with auditors to discuss on-going engagements and resolve audit questions.
25. Is responsible for the implementation and conduct of the competitive bidding process for contracted services.
26. Maintains Safeguards, and protects the security and confidentiality of major fiscal records for GECAC and its components.
27. Conducts fiscal monitoring oversight of sub-contracted agencies to ensure compliance with financial terms and conditions included in the contract between GECAC and Provider Agencies.
28. Performs other financial assignments as directed by Chief Executive Officer.

QUALIFICATIONS:
Bachelor’s Degree in Accounting, Finance, Business Administration or Public Administration with at least five to seven years of experience in private or public accounting, or an equivalent combination of education and experience.

REQUIREMENTS OF EMPLOYMENT:
Must have valid PA Driver’s License. Must meet Immigration Reform Act requirements. Must have access to private automobile and a valid PA driver’s license. Required to have appropriate auto insurance as required by the agency. Prior to hire must have Act 34 Clearances. Must Be Bondable.

I ___________________________ verify by my signature that I have been provided a copy of my job description.

Employee Name (PRINT)

______________________________  ___________________________
Employee Signature             Date

______________________________  ___________________________
Division Manager Signature      Date

Original Date: 4/7/2014          Revised Date: 11/4/2016