



## JOB POSTING

### **Position title: Associate Finance Officer**

The Associate Finance Officer is responsible for all areas relating to accounting functions. In coordination with the Chief Financial Officer (CFO), this position is responsible for the financial health of the agency. Role includes supervisory responsibilities.

#### **Duties and Responsibilities**

- Ensure timeliness and accuracy of financial and management reporting data for internal and external constituents.
- Oversee and/or prepare federal and state invoices, checks, account statements and other records and reviews for accuracy.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions in accordance with Generally Accepted Accounting Procedures.
- Complete various inter-company accounting transactions and monthly reconciliation of inter-company accounts.
- Prepare and maintain Schedule of Expenditures and Federal Awards (SEFA) for agency
- Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the CFO and other senior executives with key financial decisions.
- Review reconciliations cash, endowment, AR and AP monthly; report and resolve discrepancies .
- Compile and create documents required by auditors and state monitors.
- Prepare comprehensive accurate and timely financial reports, to include internal/external reporting requirements reports to summarize current Agency financial position.
- Maintain financial reporting systems.
- Directly supervises the Accounting Specialist.
- Assure adequate records retention of financial records.
- Keep financial procedures and forms updated in coordination with the CFO.
- Regular attendance during office hours and reliable transportation required.

**Requirements:** This position requires a Bachelor's Degree in Accounting or Finance and at least 5 years of related experience. Experience working with MIP/Abila for Non-Profits is a plus. CPA certification a plus. Experience with a non-profit organization is preferred.

**Submit resume and salary requirements to:**

[hrdept@fcsnashville.org](mailto:hrdept@fcsnashville.org)

EOE M/F/D/V