

Partners Allied For Community Excellence
Position Description – Financial Officer

Position: Financial Officer

Status: Exempt

Reports to: Executive Director

Supervises: none

Benefits: As available
Travel required

Position Summary:

The Financial Officer will:

- Assume all fiscal responsibilities of PACE. Help plan, develop, implement, and manage the following areas for PACE Coalition: financial services; data processing and reporting; resource management; and support services.
- Manage these areas in accordance with State and Federal laws and regulations, Grant Funding System rules and regulations, and organizational policies and procedures in support of the mission of PACE.
- Understand, work within, and communicate the mission and vision of PACE to coalition members and residents in Elko, Eureka and White Pine counties.

Duties / Responsibilities:

- Provide overall direction in financial activities, including fiscal and management controls, to monitor and control cost and ensure optimum utilization of monetary resources within established guidelines.
- Assure that the Financial Department provides timely, accurate accounting; payroll distribution; financial reporting, budgeting, and forecasting; and management of contracts and grants.
- Provide financial and operational advice, recommendations, and guidance to PACE Executive Director. Coordinate and act under direction of Executive Director on matters of Finance for PACE Coalition.
- Timely assembly and submission of Requests for Reimbursement (RFRs) and other grant reports, as needed.
- Work with State agencies and all funding sources as needed.
- Perform Fiscal Agent duties for community partners as requested.
- Participate in trainings and provide trainings as required.
- Meet all “scope of work” duties as required by funding sources.

Preferred Experience / Competencies

Two or more years experience in all facets of bookkeeping/accounting procedures.

Possess a combination of relevant training and education relating to bookkeeping/accounting.

Transactional accounting experience using Quickbooks for/in a professional organization.

Experience using Microsoft products, especially Microsoft Excel.

Human resource experience, preferred.

Previous grant and/or non-profit financial experience, preferred.

Essential Abilities

Understand and implement the strategy of teamwork, and shared mission and vision of PACE.

Understand and effectively communicate facts and ideas to explain the role of PACE Coalition.

Perform the essential job requirements without harming self, others, or agency assets.

Efficiently use and operate applicable office equipment, computers, and software programs (especially Microsoft Excel and Quickbooks).

Drive personal vehicle to and from work.

Work a flexible schedule (part time to full time).

Willing and able to travel when necessary.

Ability to lift up to 50 pounds and otherwise maneuver to operate office equipment and file and stock materials.

*This list is not exhaustive and may be supplemented as necessary. This job description is intended to convey general information and is not a complete list of the skills, efforts, duties, and responsibilities of the financial officer. The job description will comply with grant funding sources.