

**Partnership for Children of Cumberland County, Inc.**  
Fayetteville, NC

**Position Description Plan**  
**Job Description**

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**Title of Position:**     **Fiscal Monitoring Coordinator**

**Supervisor's Name and Title:**

Chief Operating Officer

**FLSA Status:**

Regular, Full Time

**Date of Next Review:**

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**Primary Purpose of Position:**

The Fiscal Monitoring Coordinator monitors financial activities implemented by Direct Service Providers for Cumberland County as well as other Partnerships covered by contracts with Cumberland. The Fiscal Monitoring Coordinator provides support to the Chief Operating Officer and Controller and assists in the preparation of various reports submitted to outside organizations and used in-house for monitoring and decision-making purposes.

**Duties and Responsibilities:**

**Fiscal Monitoring:**

- Works directly with service providers for the monitoring of fiscal compliance of funded programs.
- Conducts both formal and technical assistance site visits to funded programs on a regular basis, observes implementation of funded activities, and monitors implementation of activities in accordance with activity proposals and/or the contracts, and monitors contract compliance through document review.
- Other duties will include review of monthly Financial Status Reports and other supporting documentation requested from Direct Service Providers for accuracy and completeness.
- Arrange and coordinate fiscal site visits, maintain fiscal monitoring timeline and monitoring calendar, providing a monthly status report to committees and board.
- Upon completion of review and collation of data draft and final reports will be provided to the Chief Operating Officer, President and/or Board.
- Will be knowledgeable about the specific details of each contract/budget and be capable of advising/questioning the service provider upon discovery of any discrepancy and/or infraction as well as be capable of offering technical assistance and directional advice for corrective action.
- Conduct an annual Direct Service Provider in-service meeting at the beginning of each fiscal year and be the first point of contact should a question from the service providers arise throughout the year related to budgetary issues.

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- Will provide technical assistance in the areas of established cost principals, policies and procedures development, data collection and appropriate organization of fiscal information.
- Provides on-going technical assistance as requested or as deemed necessary per PFC contract guidelines to assist with the development of adequate reporting and record keeping methodology to document progress toward fiscal accountability.
- Will communicate with the Program Monitoring Staff and the Contracts Coordinator, as needed, to ensure Direct Service Providers or other partnerships are fulfilling the fiscal, programmatic and contract obligations set forth in the grant agreements.
- Will be responsible for the periodic review of policies and fiscal monitoring components for the Smart Start grant as well as other grants and contracts.

### **Multi-Accounting and Contracting (MAC) Support:**

- Under the direction of the Chief Operating Officer and Controller, the Fiscal Monitoring Coordinator may provide fiscal monitoring services to the Direct Service Providers of the MAC affiliates covered by contract between the MAC affiliates and Cumberland.
- The Fiscal Monitoring Coordinator may prepare annual financial statements for the MAC affiliates.

### **Accounting Support:**

- Under the direction of the Chief Operating Officer, the Fiscal Monitoring Coordinator may be responsible for preparation of financial information to include but not limited to analyzing the rental income versus expenses for the PFC Resource Center, preparing the solicitation license application, maintaining various payroll-related spreadsheets, etc.
- Accounting support will include entering journal entries into the accounting software, preparing journal entries and review of the monthly bank statement reconciliations.
- Preparation, review, input and posting of accounting source documentation to include but not limited to accounts payable invoices and cash receipts notifying the Controller of potential errors.
- Posting of initial budgets, budget amendments, and budget revisions in accounting software, as well as the monitoring of those budgets.
- General ledger analysis and reconciliation.
- Work closely with the Controller for audit preparation and audit packets.

### **Human Resources Support:**

- Responsible for on-going technical accounting tasks to include the analysis of employee withholding versus Partnership contribution for all insurance/benefit provided through the Partnership and the related vendor billing for such insurance and withholding.
- Will review payroll prior to final submission.
- In the absence or vacancy of the Human Resource Manager, the Fiscal Monitoring Coordinator will perform human resource duties as assigned by the Chief Operating Officer.

**In Addition.** In the event the Fiscal Monitoring Coordinator possesses bilingual skills, the incumbent may be required to perform translation services at the direction of the President.

Attend committee meetings and participate in community events and PFC sponsored events at the direction of the President.

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It is the responsibility of all staff to contribute to the positive work environment at PFC.

PFC staff may work multiple grant activities; Time worked will be allocated as appropriate.

PFC staff may work in other counties at the direction of the PFC President or designee; Time worked will be allocated as appropriate.

PFC employees will abide by the PFC policies and procedures and confidentiality statement in regards to working with sensitive information.

The Fiscal Monitoring Coordinator is responsible for other duties as assigned.

### **ESSENTIAL FUNCTIONS :(4)**

#### ***Non-Exempt/Exempt Non-Supervisor***

1. Responds to concerns/complaints (internal and/or external) in a professional/timely manner; refers concerns/complaints to immediate supervisor, when appropriate; maintains composure at all times;
2. Assumes responsibility for personal productivity and quality of work; recognizes/communicates problems and suggests solutions to immediate supervisor;
3. Carries out directions; follows through and completes assignments in acceptable time frames; applies technical and procedural know-how to get the job done in an acceptable manner; adjusts behavior for the effective use of time and resources;
4. Effectively supports co-workers in establishing and achieving objectives while showing courtesy and respect toward others;
5. Assumes responsibility for managing personal time/schedules/deadlines; advises immediate supervisor of any conflict which may inhibit the organization's obligations; observes established rules/policies/procedures;
6. Communicates ideas/information for improving efficiency/procedures/cost control;
7. Coordinates time off/time away from work site with immediate supervisor to minimize disruptions to the unit/ organization;
8. Takes initiative to accomplish goals; demonstrates ability to learn on the job; maintains appropriate skills for the position;
9. Interacts with other departments/providers to assure information that affects the organization is communicated to the proper recipients.
10. Acknowledges and abides by all PFC established policies and procedures.

#### **Knowledge, Skills, and Abilities:**

1. Advanced skills to include bookkeeping and spreadsheets.

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2. Have technical ability to carry out duties with regard to laws, rules, and regulations.
3. Ability to express ideas clearly and concisely, both verbally and in writing, and to plan and execute work effectively within a specified time frame.
4. Ability to make decisions and to take appropriate action within the boundaries of the position.
5. Superior organizational skills and initiative; capacity to accept and follow through on assigned responsibilities with minimal supervision.
6. Ability to establish and maintain effective working relationships with Board and/or committee members, supervisors, peers, private providers, community agencies, and other resources.
7. Ability to carry out functions with minimal supervision.
8. Ability to foster an environment that minimizes consequential errors.
9. Communicates clearly and concisely, both orally and in writing.
10. Ability to maintain confidentiality of information in the performance of duties.
11. Possess strong interpersonal skills that allows for appropriate interaction with personnel in the state, in the community, and within the agency.
12. Works competently with the computer and related software, calculator, telephone, fax machine, copy machine, and other equipment, as required.

### **Education and Experience - Minimum Requirements:**

1. Bachelor's degree or equivalent, in accounting preferred, business, finance or other comparable field with qualifying experience may substitute provided the requisite skills have been obtained.
2. Minimum of three years of progressively responsible accounting or bookkeeping experience. Familiar with the standard accounting concepts, practices and procedures.
3. Valid driver's license.

### **Physical Requirements:**

Must be able to perform *Essential Functions* of the position.

**Employer's Rights:** This job description is general in nature and illustrative of the kind of duties and responsibilities required of this position. It is not exhaustive and does not contain a detailed description of all of the duties that may be required of the incumbent occupying this position.

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<b>Created /Evaluated</b>		
<b>Revised</b>	<b>July, 2010</b>	
	<b>December, 2011</b>	
	<b>September, 2012</b>	
	<b>March 2017</b>	<b>Revised duties and responsibilities</b>
<b>Re-evaluated</b>	<b>September, 2012</b>	