Reports to:  Assistant Director

SUMMARY
Under general direction, the Fiscal Director is responsible for fiscal management to include preparation of the operating budget, program budgets and short and long-term fiscal planning.

DUTIES AND RESPONSIBILITIES
Includes, but is not limited to the following:

• Develops and administers the agency's annual operating budget in accordance with agency fiscal policies and procedures
• Manages all phases of the agency's financial accounting system including management of grants, bank accounts, payroll and expenditures in accordance with generally accepted accounting principles and auditing standards
• Analyzes agency financial position on a monthly basis
• Prepares program budgets, reports, special analysis and information requests
• Monitors agency budget and advises Executive and Assistant Director on fiscal position
• Ensures compliance with funding agency regulations and requirements
• Responsible for all audits and agency financial performance
• Maintains insurance coverages and employee benefits for the agency
• Represents the agency at public meetings, when appropriate

QUALIFICATIONS/SKILLS
The requirements listed below are representative of the knowledge, skills and abilities required.

• Proven knowledge of financial analysis and strategy
• Knowledge of generally accepted accounting principles
• Knowledge of standard audit procedures
• Ability to design effective internal controls
• Knowledge of grant administration requirements
• Ability to organize, prioritize and coordinate multiple tasks and projects
• Ability to ensure that the work program is accomplished on budget
• Ability to make evaluative financial and positive ethical judgments
• Ability to work both independently and as part of a team
• Ability to maintain confidentiality
• Attention to detail
• Excellent verbal and written communication and presentation skills
• Proficient in MS Office Suite particularly MS Word and Excel

EDUCATION and/or EXPERIENCE
Must possess a Bachelor's degree in accounting or related field with five (5) years of experience in fund accounting. A Master's degree or CPA is preferred. Experience with MIP/Community Brands accounting software is a plus.

SALARY AND BENEFITS
Tri County Council is a quasi-government agency with an annual operating budget of approximately $1.5 Million. The agency offers a competitive benefit package to include Health, Dental, and Vision benefits and Maryland State Retirement. Annual salary range $50,000 to $70,000 commensurate with experience.