

FISCAL DIRECTOR

Under the supervision of the Executive Director, the Fiscal Director will be responsible for all matters relating to the fiscal management of and budgeting for Western Illinois Regional Council and Western Illinois Regional Council - Community Action Agency.

These are multi-faceted agencies, providing community development and social services to its municipal government entities and residents within six counties.

Job Duties

Implement and oversee in-house computerized accounting system for two separate agencies, including the preparation/maintenance of general ledgers, cash receipts/disbursements, and payroll systems. Prepare and oversee agency and grant program budgeting and allocation of costs between programs based on goals, current revenue, expenses, and past performance. Prepare payroll tax returns, monthly bank reconciliations and financial statements, and interim and final financial reports to the grantor agencies. Prepare year-end data and schedules for use in the audit process, as well as be the contact source for information during the audit process. Prepare all required fiscal related reports for presentation to funding sources, state/federal agencies, and Boards of Directors. Oversee essential Human Resources related functions. Supervise staff within the Fiscal Department. Be available to travel to meetings, trainings, or presentations as needed in the performance of job duties. Perform related tasks as assigned by the Executive Director.

Job Qualifications

Bachelor's degree in finance or accounting and four years' related experience or an associate degree in finance or accounting and six years' related experience. Possess spreadsheet and general ledger software/systems proficiency. Experience in maintaining confidential information. Must be familiar with the audit process and have experience working directly with auditors. Strong analytical and numerical skills are required. Knowledge of public sector grant accounting, budgeting, and multi-program tracking is preferred.

Compensation

A competitive salary and generous benefits package is provided, including 100% employer paid premiums for health, dental, and vision insurance.

To be considered for this exceptional career opportunity, submit your cover letter with resume (reflecting years and months of employment, as well as size of staff and budgets you have managed), and a list of six work-related references (two supervisors, two direct reports and two colleagues) by **4:00 p.m., Thursday, December 6, 2018** to Mr. Shaun Pritchard, Executive Director, Western Illinois Regional Council, 223 South Randolph, Macomb, Illinois, 61455, or emailed to wirc@wirpc.org. Interviews will take place the week of December 10, with an anticipated start date of January 2, 2019. **No phone calls please.** Equal Opportunity Employer