



## **JOB DESCRIPTION: FISCAL DIRECTOR WORKFORCE BOARD LEHIGH VALLEY**

### **SUMMARY**

This position is responsible for the development, leadership, supervision, and oversight of the organization's Finance Department, including the Accounting, Payroll, Procurement, and Budgeting functions. As a member of the Executive Leadership Team and directly accountable to the Executive Director, the Fiscal Director manages all financial functions and performs complex professional work in preparation and maintenance of financial records for the organization. These functions include internal operations, applicable standards under the Workforce Innovation and Opportunity Act (Public Law 113-128) ("WIOA"), governmental grant requirements, and other compliance with other laws.

### **ESSENTIAL DUTIES AND EXPECTATIONS**

Specific duties include:

- Creating financial reports as required by internal processes and outside regulatory agencies.
- Managing the annual audit process for the Agency.
- Forecasting, developing and managing fiscal budgets.
- Evaluating and directing the organization's fiscal performance.
- Serving as a strategic partner for the organization and assessing the short- and long-term financial health of the organization.
- Preparing statistical data for the development of program budgets and accounting records reports.
- Projecting and requesting funds to cover future disbursements.
- Working closely with organization leadership on grant requirements.

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*We are an equal opportunity employer, and we welcome diversity in all forms. Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions of the job.*

## **JOB DESCRIPTION: FISCAL DIRECTOR**

- Update and develop financial policies, fiscal procedures, and budgeting processes for the organization as needed.
- Providing staff training on fiscal accountability, procedures and more.
- Working with external auditors and other third parties as necessary.
- Other duties, as assigned or needed.

### **ESSENTIAL SKILLS AND QUALIFICATIONS**

Essential skills and qualifications include:

- A baccalaureate degree in accounting, business, fiscal management, or a related field and related experience.
- Thorough knowledge of fund accounting and accepted accounting procedures and principles.
- Knowledge, understanding, and experience in the financial management of the Workforce Innovation and Opportunity Act (WIOA).
- Experience in managing multi-million-dollar budgets.
- Non-profit experience is preferred.
- Ability to pass a federal and state criminal background check.
- Ability to work onsite at the agency and to travel occasionally for work-related events.
- Expertise in generally accepted accounting principles and practices.
- Ability to learn other federal, state, and local legal requirements relating to fiscal responsibility for the organization.
- Reliability in managing financial reports and ledgers monthly and as needed.

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- Ability to work closely with Agency leadership to create positive directions for the organization.
- Ability to communicate clearly and directly with managers and employees concerning fiscal performance expectations and accountability.
- Keeps current on program regulations, requirements, and funding provisions. Understand the Financial Software and keep up to date on revisions.
- Logical analysis and intellectual ability to manage the financial wellbeing of a small organization with a multimillion-dollar budget.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to communicate clearly and effectively within the organization, with auditors, with the Executive Leadership Team, and third parties.

If interested please email your resume to [NDISCHINAT@WORKFORCELV.ORG](mailto:NDISCHINAT@WORKFORCELV.ORG)

**Job Title:** Fiscal Director  
**Company:** Workforce Board Lehigh Valley  
**Location:** Allentown, PA  
**Employment Type:** Full-Time  
**Salary Range:** \$80,000-\$125,000 (DOE)

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