

FAYETTE COUNTY COMMUNITY ACTION AGENCY, INC.

JOB DESCRIPTION

TITLE: Director of Finance

REPORTS TO: Director of Operations

RESPONSIBILITIES:

- Manage Agency accounting systems.
- Prepare, monitor and revise Agency budgets/COI budgets.
- Prepare and evaluate financial reports.
- Manage cost allocation to contracts.
- Monitor fiscal team.
- Provide technical assistance to fiscal team.
- Scheduling, preparation and assisting with audit.
- Manage invoice and contract reporting.
- Manage accounts payable systems.
- Financial liaison with funding sources.