



AREA AGENCY ON AGING - FINANCE MANAGER

POST DATE: January 12, 2023
HIRING RANGE: \$48,000 - \$58,000
LOCATION: CMCOG, 236 Stoneridge Drive, Columbia SC
JOB TYPE: Exempt, Regular, Full-time
CLOSING DATE: Open Until Filled

POSITION DESCRIPTION:

The Central Midlands Council of Governments (CMCOG) is seeking an experienced candidate to serve as the Aging Finance Manager. Reporting to the Director of the Area Agency on Aging, the Aging Finance Manager will be responsible for providing direct day to day financial management, reporting, and support services to the Central Midlands Area Agency on Aging.

JOB RESPONSIBILITIES:

- Prepare the annual budget to include all local and grant revenues and expenditures for submission to the Finance Office. Work with AAA/ADRC Director to submit supplemental budget information and prepare the department budget pages for the Executive Director to review. Make changes as requested throughout the process.
- Prepare financial budgets for Federal, State, Local, and grant funding sources; submit accurate and complete budget forms to the Finance Department for loading into the agency's financial system. Submit required budget forms to state or other grantors by submission deadline. Monitor budgets, provide budget projections, and recommend course correction to ensure appropriate expenditure of funds.
- Prepare financial and activity reports; submit accurate and complete reports to the AAA/ADRC Director for review and to funders as required. Grant reports are due in varying intervals, including monthly and quarterly. Grants are on multiple different fiscal years, including the state and federal fiscal year.
- Review agency audits received from Older Americans Act (OAA) Title III and other grantees. Review internal audits from Lexington, Richland, Newberry, and Fairfield Counties and provide financial support documentation when needed.
- Develop and review financial transactions to assure accurate billings, payments and service documentation for providers. Ensure timely payments to providers.
- Review revenues monthly to ensure all revenue owed are received in a timely manner. Enter accounts receivable (AR) information into the Agency financial system to properly post revenues. Keep list of any outstanding revenues.
- Review all billings from providers; assure the services billed for are authorized by the program manager. Review all copay payments to ensure accurate accounting of program income and expenditure of the program income.
- Monitor billings from the Councils on Aging to ensure billings accurately reflect services provided and approved. Invoice Councils on Aging for necessary charges. Use agreed upon formula to calculate the necessary charges.
- Reconcile Aging staff credit cards monthly and submit to the Finance Department. Ensure proper budget authority is available before submitting.
- Ensure all department transactions are completed for monthly close. Work with staff and service providers to set schedule for year-end processing of financial documents.
- Network with community service providers to promote interagency and intra-agency communication, facilitate and coordinate client service provision and negotiate/maintain vendor/contract agreements; seeks alternative funding options; develops and administers project plans and long-term planning strategies for assigned programs/section; communicates and coordinates sectional activities with other Aging Partners divisions/programs.
- Coordinates with staff and resources to provide sectional/program services and activities; prepares and submits budget reports and summaries; authorizes and monitors vendor/contract compliance; maintains awareness of political issues and governmental regulations/requirements concerning relevant aging areas.
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance, Business Administration, or other related field from an accredited college or university. Master's Degree is preferred.
- Three (3) years of progressively responsible experience in finance, accounting, or an equivalent combination of education and experience, preferably in the public non-profit, or governmental sector.

PREFERRED QUALIFICATIONS:

1. Skill and ability to effectively communicate orally and in writing;
2. Technologically competent, including working knowledge of Windows, Word, Excel and Outlook;
3. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machine;
4. Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use;
5. Accurate reconciling accounts, records, reports and journals;
6. Interpreting, applying and explaining complex laws, codes, regulations and ordinances;
7. Skill and ability to effectively organize/prioritize work, learn detailed procedures, manage time to meet deadlines, and handle a reasonable amount of workload; and
8. Skill and ability to interact with employees, associates, government officials and the general public in an effective, respectful, and professional manner. Ability to establish harmonious and effective working relationships.

This position by necessity requires demonstration of a high level of professional performance, productivity and situational awareness. Its success is measured by the successful and timely completion of assigned duties satisfying the mission and values statement of the organization.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Interested and qualified candidates should submit a resume, cover letter, and application. To download the application, go to www.cmcog.org, click on "News and Events" then "Employment". Applicants should send their resume, cover letter, and application to: recruiter@centralmidlands.org. This information may also be mailed to CMCOG Recruiter, 236 Stoneridge Drive, Columbia, SC 29210 by the closing date shown above. **NO PHONE CALLS PLEASE.**

Offers are contingent on the verification of credentials and other information required by the application process which may include the completion of a criminal history and background.

CMCOG is an Equal Opportunity Employer