



# Notice of Vacancy Stark County Job & Family Services

## **Deputy Director, Finance**

### **SUMMARY**

Directs the organization's financial planning and accounting practices as well as its relationship with lending institutions, shareholders, and the financial community by performing the following duties personally or through subordinate employees.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** *(The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)*

Oversees and directs treasury, budgeting, audit, accounting, purchasing, real estate, long range forecasting, and insurance activities for the organization.

Directs the finance staff in providing and directing procedures and computer application systems necessary to maintain proper records and to afford adequate accounting controls and services.

Communicates with the County Treasurer in activities such as custodian of funds, securities, and assets of the Agency.

Appraises the Agency's financial position and issues periodic reports on Agency's financial stability, liquidity, and growth.

Directs and coordinates the establishment of budget programs.

Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.

Provides financial information for the issuance of the Agency's annual report.

Directs and analyzes studies of general economic and financial conditions and their impact on the Agency's policies and operations.

Analyzes operational issues impacting functional groups and the whole institution, and determines their financial impact.

Evaluates and recommends business partnering opportunities.

Provides support and information for contract negotiations.

Oversees the monitoring of contracts and subgrant agreements.

Establishes and maintains contacts with county/state/federal agencies, financial institutions, and community partners.

### **SUPERVISORY RESPONSIBILITIES**

Manages 3-6 subordinate staff. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATION REQUIREMENTS:**

*To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.*

#### **EDUCATION AND/OR EXPERIENCE**

Master's degree (M. A.) in business or related financial field, or CPA designation required.

To apply, please access the agency's website at [www.starkjfs.org](http://www.starkjfs.org) An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

**NO PHONE CALLS WILL BE ACCEPTED**