



05/21

Community Action Partnership of Madera County

JOB TITLE: ACCOUNTANT - PROGRAM MANAGER

DEPARTMENT: Fiscal

REPORT TO: Chief Financial Officer

SUPERVISE: Accounting Supervisor, when applied.

COMPENSATION: Range 32.0

FLSA: Exempt

JOB OVERVIEW: This position is responsible for payrolls, budget development, expenditure control, monitoring of specific grant awards, and collection of receivables. Perform accounting, auditing and fiscal analysis duties involved in the preparation, maintenance, analysis, and verification of the agency's fiscal records, monthly financial statements, cash flow analysis, monthly reconciliations, and reports to various federal and state agencies and funding sources. Supervise vendor payments, payroll, and payroll reporting. Prepare and implement accounting procedures in accordance with GAAP to ensure accountability. Serve as a resource for interpretation of federal, state, and local laws, codes and regulations, especially related to funding terms and conditions.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE:

- Bachelor's Degree in Business Administration with emphasis in Accounting
- Four years of increasingly responsible experience in the maintenance of fiscal records requiring knowledge of accounting, non-profit or governmental accounting preferred.
- Demonstrated success in supervising and evaluating staff.
- Experience in budget development and control.

ABILITY TO:

- Apply accounting principles and procedures.
- Analyze financial data, systems, and procedures to improve internal controls,

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efficiency of operations, and compliance.

- Prepare complex financial and budget statements.
- Communicate clearly, both orally and in writing.
- Prepare accurate, complete, and concise reports.
- Plan, direct, and supervise the work of subordinate staff.
- Work effectively with other individuals.
- Exercise independent judgment and make rational and effective decisions.
- Learn, interpret, comprehend, apply, and explain policies, procedures, laws, codes and regulations, especially related to funding terms and conditions, payroll, and expenditures.

KNOWLEDGE OF:

- Generally accepted accounting principles and governmental fund accounting.
- Preparation of payroll and payroll reporting.
- Computerized accounting system.
- Performance appraisal and professional development on subordinates.
- Encumbrances and fund accounting.
- Personnel and public administration as well as principles of business management.
- Software application such as Word and Excel within the Microsoft® office suite.
- Basic principles and techniques of management and program administration.
- Principles of procurement and property controls.

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

MAJOR DUTIES & RESPONSIBILITIES:

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LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

ADMINISTRATION:

- Addresses deficiencies to meet satisfaction from stakeholders listed on the Agency's strategic plan.
- Aligns departmental goals and objectives with mission, vision and CAP Quest strategic plan
- Analyzes potential impacts from multiple sectors of provided programs and services by conducting surveys with staff, customers and stakeholders. Identifies feasibilities and implements provisions to address disputes.
- Attends meetings as assigned by the Executive Director.
- Continues providing solutions toward advancing the objective of the mission, helping people, changing lives.
- Ensures management and mid management are trained on Personnel Policies and Procedures (PPP) and address issues quickly
- Ensures management and mid management receive annual training on Financial Procedure Manual

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- Ensures management and mid management receive annual training on the Performance Review & Development Process (PRDP)
- Provides departmental orientation for new staff
- Provides leadership training opportunities for all departmental staff
- Provides initiatives in identifying the need for action by the Board of Directors to develop or revise appropriate policies and assists the Board in interpreting policies, directives, and instructions of State and other Federal funding sources.
- Reviews organizational structure with departmental staff annually and maintains clear and consistent communication with all staff, services and procedures
- Tracks statistics relevant to development and provides department with written materials necessary by funding source / CAPMC Strategic Plan.
- Works with Human Resources Department to fill vacancies in a timely manner
- Works closely with the Executive Director to ensure department direction and mission are accomplished.

ACCOUNTING / PROGRAM DUTIES

- Budget development, expenditure, budget projections, control, and monitoring of assigned programs.
- Select, direct, supervise, train and evaluate subordinates and interns.
- Manage coordination of Agency's payroll function, inclusive of payroll reporting, benefits reconciliations and eligibilities.
- Proper coding and posting of all payroll and payroll related items.
- Oversees all payroll and tax reporting.
- Reviews and authorizes expenditures
- Interpret and explain fiscal policies and procedures.
- Maintains and reconciles a variety of general ledgers, reports, and account records and subsystems, such as, cash accounts payable, accounts receivable, payroll, and fixed assets.
- Preparation of expenditure reports to the funding sources.
- Responsible for all 1094/1095/1099/W-2/ACA reporting at year-end.
- Reviews accrual of sick, vacation, and administrative leave/management time.
- Preparation of monthly financial statements, cash flow analysis, schedules, and other complex and comprehensive financial reports.
- Researches and analyzes transactions for allowability, cost allocation, and reasonableness and classification of expenditures and verifying availability of funds.
- In-service training to new employees.
- Provides, maintains, and monitors purchase orders and accounts payable system.
- Provides information as required by monitoring agencies for all fiscal audits and reviews. Correct audit exceptions or disallowances.
- Maintains system to monitor attendance at child development centers.
- Responsible for flexible benefits spending and retirement plan annual accounting.
- Maintains Fixed Asset Inventory and property records, including depreciation.

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OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, debarment and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.

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- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Driving: Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mower.
- Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Fine Manipulation: Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- Foot or Leg Controls: Use of one or both feet or legs to move controls on machinery or equipment. Control include, and not limited to, pedals, buttons, levers, or cranks.
- Gross Manipulation: Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- Hearing Requirements: The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes: in person speech, other remote speech, other sounds, telephone, video conference.
- Keyboarding: Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- Kneeling: Bending legs at the knees to come to a rest on knee(s).
- Lifting or Carrying: Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms, or wearing it on the body.
- Pushing or Pulling: Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- Reaching at or below Shoulder Level: Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.

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- Reaching Overhead - Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- Repetitive Motions: Making frequent on continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.
- Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Standing or Walking: Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- Stooping: Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- Near Visual Acuity: Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.