

## Fiscal Manager

**Pay Rate:** \$17.25 - \$23.89 per hr./DOE      *Regular Full-Time Position*

**Closing Date:** 2/16/15

### Description

Under the supervision of the Leadership Team, the Fiscal Manager is responsible for overseeing all financial activities and maintains the accounting, support documents and fund accounting for the financial well-being of the Organization. The Fiscal Manager leads, directs and supervises the fiscal department staff. The Fiscal Manager will develop working relationships with all levels of the organization.

### Requirements

#### **Education/Experience:**

- College course work in finance with a minimum of B.A./B.S. Degree required
- Minimum of three years accounting experience working in a non-profit environment, required
- Minimum of eight years experience in a Fiscal related field with at least five years management experience, preferred
- Minimum of five years experience working in public administration, human services or social services, preferred
- Demonstrated skills and abilities in a management capacity relevant to financial aspects of business, preferred

#### **Knowledge of:**

- General Accepted Accounting Principals
- Functions of social service grantee agencies
- Budget preparations, control methods and administrative analysis
- Pertinent federal, state, city, and other necessary laws, rules, regulations and guidelines

Employment applications can be downloaded at [www.trcac.org](http://www.trcac.org) Resources/Employment Opportunities or picked up at our office.

Submit application and resume:

Email: [kperez@trcac.org](mailto:kperez@trcac.org)

Fax: (209) 754-1205

Mail: P.O. Box 919, San Andreas CA 95249

In Person: 444 E St Charles St Ste B, San Andreas

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