



JOB ANNOUNCEMENT

POSITION: FISCAL MANAGER
PROGRAM: MANAGEMENT
CLASSIFICATION: FULL-TIME EXEMPT
COMPENSATION: \$60,000 - \$70,000
REPORTS TO: EXECUTIVE DIRECTOR

ORGANIZATIONAL BACKGROUND

CMP is a not-for-profit workforce and economic development organization dedicated to promoting economic self-sufficiency and career advancement. We serve a diverse population across the Metropolitan New York area, with a distinct track record of supporting the Asian American immigrant community.

SUMMARY OF RESPONSIBILITIES

CMP is seeking an up and coming non-profit finance professional aspired to step into a leadership role as our Fiscal Manager. Supervising 1.5 staff, he/she will assume all aspects of fiscal management, planning, analysis, oversight, operational, as well as hands-on responsibilities to our \$3.5M organization, nearly 75% of which is government funded.

ESSENTIAL DUTIES

1. Review current fiscal procedures and make recommendations for improving current systems as well as current financial policies and procedures
2. Perform and supervise accounting activities in accordance with Generally Accepted Accounting Principles
3. Construct, maintain, and update financial allocation table (Cost allocations) across all revenue and expenses of the organization
4. Compile monthly financial reports and analysis (Including balance sheet, income statement by department, budget vs. actual, and related schedules) and meet regularly Senior Management, Board Finance Committee, and the full Board to review these reports and discuss various financial matters and issues of the organization



5. Supervise daily operational activities of fiscal staff
6. Maintain financial records for various government grants and other funding organizations
7. Prepare organizational budget before the start of each fiscal year
8. Assist program directors with the preparation of program budgets and modifications
9. Monitor each department budget and prepare budget vs. actual for variance analysis
10. Work with Senior Management to prepare projections for the year
11. Review and update shared allocation of costs on a regular basis
12. Coordinate annual financial audits by the board-appointed auditor and by funding sources. Prepare all supporting financial documents and manage audit activities
13. Support the CMP auditor in preparation of Federal/State tax returns as needed
14. Participate and contribute in organizational strategic planning efforts
15. Prepare financial reports and/or vouchers for funding agencies, on a monthly, quarterly, and semi-annual basis, as required. Follow up on payments due
16. Work closely with program directors to prepare budget modifications and monitor their approval with the funding sources
17. Communicate with funding organizations on questions related to fiscal matters
18. Close the books monthly and make sure balance sheet accounts are reconciled
19. Reconcile and ensure accuracy and completeness of employee records, including wages and benefits, paid leaves, personnel action records, and other accounting and audit compliance records
20. Enroll/terminate staff in CMP offered benefits such as medical and dental insurance, commuter benefits, etc.
21. Process bi-weekly payroll for the entire organization
22. Record payroll entries in the general ledger
23. Process Accounts Payable
24. Record cash disbursements in the general ledger
25. Manage and monitor credit card process monthly
26. Review and approve credit card expense reports for syncing with CMP accounting software
27. Record cash receipts
28. Reconcile deposits with cash receipt records
29. Reconcile monthly revenue recorded in the accounting system with revenue recorded in the fundraising database system
30. Maintain accounts receivable records
31. Liaise with banks and vendors to execute financial functions
32. Prepare monthly bank reconciliations
33. Other duties as assigned

QUALIFICATIONS

1. Bachelor's degree in Accounting, Finance, or related field
2. 5 years of fiscal operations experience, preferably in a non-profit setting
3. Experience with government contracts/grants voucher procedures and cost allocation preferred



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4. Self-starter with ability to work independently and great attention to details. Excellent communication, organizational, and interpersonal skills
 5. Familiar with FundEZ accounting software and ADP payroll system a plus

TO APPLY

E-mail cover letter and resume in PDF format to hr@cmpny.org with subject line “Fiscal Manager”. No phone calls please