

REDEVELOPMENT AUTHORITY OF WESTMORELAND COUNTY

Position Description and Goals

Job Title:

Fiscal Coordinator

Reports To:

Board of Directors and Executive Director

Job Summary:

The Fiscal Coordinator has plenary responsibilities relating to financial facets of the organization, including, but not limited to, executing strategic plans and programs as directed by the Executive Director.

Required Background:

1. Education
 - Bachelor's Degree in Accounting/Finance/Business Administration.
2. Experience
 - 5 years minimum experience managing corporate finances that include: multiple bank accounts, contracts, draw downs, grant funding as well as proven expertise with QuickBooks and working with public agencies.
3. Licenses
 - Valid Pennsylvania Driver's License

Essential Functions:

1. Excellent internal and external communications skills, both written and oral
2. Timely reporting (strategic, financial, programmatic)
3. Professional and ethical conduct
4. Responsiveness
5. Leadership ability
6. Independent thinking and decision-making ability
7. Analytical problem-solving skills and data analysis
8. Team player and team builder
9. Ability to adjust to multiple demands and shifting priorities
10. Regular, consistent and timely attendance

Specialty Functions:

1. Prepares and supports yearly budgets and forecasts.
2. Performs monthly, quarterly, and annual accounting activities including reconciliations of bank accounts.

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3. Maintains accounting controls and financial security by following internal controls.
4. Process Accounts Payable and manage and process invoices, process checks out for payments.
5. Process and coordinates that the proper funding is being received and make timely deposits.
6. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
7. Prepares monthly and annual reports to Executive Director.
8. Oversees annual financial audit and coordinates the audit process.
9. Reviews financial reports and supporting records and ensure financial records are maintained in compliance with accepted policies and procedures.
10. Complies with federal, state and local financial legal requirements.
11. Administration of loan program: collection, balancing of accounts, working with borrowers, lenders, and attorneys regarding outstanding loan accounts to get them collected, recorded, and issue payoff notices as applicable. Also facilitate loan modification requests with Executive Director.
12. With the Executive Director, oversees Human Resources functions for the company and coordinates with employees and third-party professionals on benefits, pension, and payroll.
13. Monitors employee attendance and travel, and associated reporting to the Executive Director to ensure compliance with the organization's personnel policy.
14. Manages the pension program for the organization and works with the private pension administrators.
15. Coordinates the insurance policies for the organization and maintains records.
16. Responsible for project management tasks for federal, state, and local grants such as budget, scope, and compliance.
17. Attends meetings with stakeholders for both redevelopment and land bank projects.
18. Provides property data information using public record documents and primary sources.
19. Cooperatively coordinates with other outside agencies to implement programs and initiatives.
20. Communicates frequently with community leaders on local projects.