

**Financial Manager
Position Description**

Reports To: Executive Director

FLSA Status: Non-Exempt

Civil Service Status: This agency is not part of the Classified Service.

Salary: Dependent on experience; full benefit package, Salary range of \$44,000 - \$57,000.00.

Summary: The West Virginia Commission for National and Community Service (dba Volunteer West Virginia) is the state's volunteer agency. This small staff of 10 individuals administer approximately \$6 million in federal and state funding annually to support service and volunteer programming throughout the state. Part of the Department of Arts, Culture and History, the agency administers the AmeriCorps national service programs like AmeriCorps, supports non-profits by providing capacity building training, and develops civically engaged leaders in West Virginia communities.

The Financial Manager serves as the chief financial officer for the West Virginia Commission for National and Community Service under direction of the Executive Director. The Executive Director, under direction of the full Commission, has full responsibility for appropriate expenditure and required reporting of all Commission funds, financial compliance with all federal and state rules and regulations for a portfolio of federal, state and private grants.

The Financial Manager develops agency systems to ensure compliance, including

- 1) The financial system, using WVOASIS, to segregate and report on Commission's portfolio of grants;
- 2) Navigation of new state grant making system requirements, training, and liaising with program staff;
- 3) (If applicable and necessary) development, documentation for, and submission of an indirect cost rate proposal to DHHS Office of Cost Allocation;
- 4) The development and monitoring of a system to allocate payroll based on time and effort reporting
- 5) The development and reporting of budget to actual numbers each quarter.
- 6) The submission of all Federal Financial Reports and general oversight over grant financial reporting requirements, ensuring payments are compliant, reconciled and grants are closed out on a timeline basis
- 7) Oversight of agency procurement protocols with support from the DACH, state Purchasing Department, and with support from the Executive Director and staff.

Performance Indicators

Creates strategies for supporting the financial systems of the Commission in order to support volunteerism programs and statewide alignment with the Unified State Service Plan.

| Work Category Description | Stakeholders | % Time | Success Indicators |
|-------------------------------|--------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------|
| Fiscal | Staff, Partners, Grantors, Grantees, State Taxpayers, Other state agency staff | 30 | Clear, aligned strategies to create audit trail, budget & expense tracking, reimbursement and documentation |
| Reporting | Federal & State Funders, Legislative Finance | 20 | Reports on time, every time, increased credibility from federal and state funders |
| Compliance and Accountability | CNCS, Commission, Staff, State Taxpayers | 20 | Low number or zero critical findings in CNCS monitoring & Audit, increased transparency |

| | | | |
|----------------|---------------------------------------|----|----------------------------------------------------------------------------|
| Budgeting | Commission, Staff, Program Recipients | 15 | Commission stays within budget for Calendar, Federal or State Fiscal years |
| Administrative | Agency Staff, Curator (DACH) | 15 | Reduced errors in coding, increased understanding of financial systems |

FISCAL, 30%

Direct financial activities of the Commission.

Fiscal: Directs all financial activity of Commission. Supervises the day-to-day payment and audit of all agency financial transactions, including time and effort reporting, subsequent payroll cost allocations, recovery of indirect costs, and procurement practices.

REPORTING, 20%

Prepare state and federal financial reports for review by the Executive Director.

Reporting: Oversees preparation and approval of quarterly and semi-annual reports to federal funders, and the Commission's Finance & Audit Committee. Provides executive director and commissioners with information/advice they need to exercise due diligence in managing the agency. Engages Commission members and experts in review of financial systems. Supports Executive Director in reporting to legislative and other stakeholders about financials. Manages cash, check and online payment processes. Participates in ongoing agency improvement process.

COMPLIANCE AND ACCOUNTABILITY, 20%

Prepare state and federal financial reports for review by the Executive Director.

Compliance and Accountability: Sets standards for Commission staff who administer a portfolio of federal grants in communities throughout West Virginia. In coordination with section managers, creates financial systems to assure that all expenditures, grants, and cooperative agreements made by the Commission comply with OMB Circulars and other federal and state rules and regulations; researches federal and state regulations and statutes and interprets for staff and sub-grantees; and creates uniform written guidance for staff, commissioners and sub-grantees to describe compliance procedures. Prepares and delivers training modules on financial topics. Stays up to date on federal and state compliance and communicates changes to stakeholders.

BUDGETING, 15%

Budgeting: Works closely with Executive Director to coordinates agency's year-round budget processes. Compiles historic financial data for section managers to use in drafting new and continuation budgets for federal, state and private funders. Compiles multiple budgets from varied sources into single agency budget.

ADMINISTRATIVE, 15%

Increases efficiency of Volunteer West Virginia programs, staff and accounting systems.

Prepares research summaries and reports on the timekeeping, budget to actual, and state systems governing finance, audit, budget, purchasing, and relevant human resource information for the Executive Director.

Ensures staff understand administrative requirements related to purchasing, expenses, and reimbursement processes.

Suggests office procedural improvements to reduce administrative burden, streamline processes, and reduce time between receipt of invoice and payment.

Supervises Office Administrator.

Supports other programs and staff as needed.

Qualifications:

Bachelor's degree from an accredited college or university with at least 24 semester hours in accounting. At least two years of full-time or equivalent part-time paid experience in professional accounting or auditing work, with excellent references. At least one-year experience with OASIS and state purchasing requirements required. Interest and experience in volunteer service highly desirable. Experience managing financial components of federal grants strongly preferred. Completion of an AmeriCorps or Peace Corps Service Term highly desirable.

Substitutions:

- (1) Master's degree in accounting may substitute for one year of the required experience.
- (2) National Grants Management Certification may substitute for one year of the required experience.

Background Check:

As part of the screening and selection process applicants will be asked to complete National Service Criminal History Check (NSCHC -Criminal Background and Sex Offender Check) processes through vendors *TrueScreen* and *Fieldprint*. Selection is conditional on NSCHC check results.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use the telephone and computer. The noise level in the work environment is usually medium or quiet.

Travel:

Occasional overnight travel is required for professional development training, grantee site monitoring and networking with other state service commission staff. Generally overnight travel occurs no more than 4 times per year.

Office Environment: This is work at a small state agency with flexible scheduling and a highly collaborative and highly productive staff. This position functions as an Administrative Manager, generally leading office efforts with respect to administrative and indirect support of other staff (with the help of the Executive Director and Office Manager.) The Financial Manager serves as a critical part of the overall management team and must have high regard for both rules-based detail work and solution-oriented processes. The Financial Manager is expected to uphold a high standard of trustworthiness, and ethics and creates and implements procedures to support program staff in delivering efficient, effective, compliant, and responsive programming to nonprofits and individuals throughout the state.

National Service Employer:

Volunteer West Virginia is an Employer of National Service. Candidates with a background of service in AmeriCorps, Senior Corps or Peace Corps programs (as staff or participants) are preferred.

After Selection, position success will be measured by the following in the first 12 months period:

- Within 3 months after hire date, the position will have implemented a system for tracking timing from invoice to payment.
- Within 6 months after hire date, the agency will have successfully participated in a procurement/payment process review with Board members and Subject Matter Experts, pending scheduling.
- Barring unforeseen technical issues, within 12 months the agency will pay 90% of invoices within 3 weeks.
- Within 12 months the position will have completed Financial/Fiscal Officer Training on Federal Grants provided through the national network of state service commissions.

How to Apply: Interested persons must submit the following application materials to Moya.Doneghy@wv.gov, insert **Financial Manager Position** in the email Subject line.

- Cover Letter
- Resume
- Professional References (at least three)
- More information and a full position description is available at www.volunteerwv.org.

This job opportunity is not in the classified service and not covered under the Administrative Rule of the WV Division of Personnel.