



JOB DESCRIPTION

Position Title: Director of Finance and Human Resources	Department: Finance and Human Resources
Reports To: CIS Executive Director	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Location: 2114 E. Saunders	Revised/Reviewed: 07/2015

ESSENTIAL FUNCTIONS

Director of Finance and Human Resources is responsible for designing, implementing, and maintaining an accounting system to provide accountability of all funds to the Communities in Schools of Laredo, Inc., Board of Directors and Third-Party Funding Entities. The Director of Finance and Human Resources is responsible for payroll, purchasing functions in support of daily operations, reconciling daily deposits, posting to the general journal, and preparing financial and budget. Provides administrative support to Human Resources and is responsible for the oversight of all personnel functions related to hiring requirements as well as maintenance of personnel records and liabilities for the CIS Program. The Director of Finance and Human Resources is further responsible for the oversight of time and leave for all employees and for the organization of the CIS administrative files and documentation.

REPORTS TO

CIS Executive Director

MINIMUM DUTY DAYS

220 Days

DUTIES AND RESPONSIBILITIES

1. Ensure all new employees are properly enrolled into payroll system and benefits as follows.
2. Tabulate and organize timesheet information and payroll records.
3. Approve input payroll record information into accounting system and generate payroll checks for direct deposit and related reports.
4. Reconcile wage reports and prepare tax reports for the review of Executive Director.
5. Organize, file and maintain payroll files for each employee or contact agent.
6. Manage centralized purchasing within the guidelines of grantors and contracts.
7. Work with vendors to solicit bids for procurement with support of Executive Director.
8. Perform following duties accordingly as directed by the Executive Director as follows:
9. Disburse checks as required.
10. Prepare and post to accounting system, all fees, receipts, invoices, requisitions, expenses.
11. Appraise, evaluate, and record all inventory property and equipment, as required such as the property's description, value and location.
12. Collect and maintain inventory of office equipment and supplies.
13. Develop, maintain, and analyze budgets; prepare reports that compare budgeted cost to actual costs.
14. Ensure payroll liabilities comply with all legal and reporting requirements.

15. Analyze business operations, trends, costs, revenues, and financial commitments, for appropriateness, completeness and accuracy and provide recommendations accordingly.
16. Survey operations to ascertain program needs and recommend, develop, and maintain solutions to business and financial problems.
17. Assist in developing and improving internal control procedures to safeguard the CIS of Laredo assets.
18. Prepare and analyze reports for grantors in a timely manner.
19. Prepare bank reconciliation statements on a monthly basis.
20. Ensure that all month and year end entries are properly recorded.
21. Ensure compliance with CIS of Laredo general insurance coverage policies.
22. Prepare, examine, and analyze reports for employee health care benefits, and report accordingly.
23. Prepare schedules during fiscal year audits.
24. Responsible for the oversight of all personnel functions.
25. Oversee all aspects of general office coordination, to include processing of all incoming correspondence, arranging for all meetings and conferences, and making travel arrangements for staff, board and volunteers.
26. Oversee daily activities of Human Resource Department.
27. Prepare new employee files and maintain existing files.
28. Coordinate a risk management program for the organization.
29. Develop and maintain the Human Resources Personnel (HRP) training manual.
30. Coordinate job postings.
31. Conduct exit interviews.
32. Make recommendations for compensation changes.
33. Provide training annually on Worker's Compensation, Harassment, Safety, and Equal Opportunity Employment.
34. Is responsible for ensuring confidentiality in all transactions and conversations.
35. Share responsibility for maintaining a neat and orderly CIS Office.
36. Perform other duties as assigned by the Executive Director.

QUALIFICATIONS

At least five years of experience in related employment. Bachelor's Degree in Accounting with 30 hours of accounting. Must be proficient in computer skills and bookkeeping and must be willing to learn new or additional requirement for the position. Must have excellent organizational skills, interpersonal skills, and successful experience dealing with the public. Must be attentive to details, and able to ensure accuracy in financial record keeping.

Must evidence the ability to work independently and to follow through on completion of assigned tasks. Must have the ability to coordinate and manage details and to relate well in a supportive capacity to the other employees of the organization. Must work well as a team member.

Must have no criminal history.

WORK ENVIRONMENT AND QUALIFICATIONS

Position is an office environment. Incumbent may be required to sit for extended periods, entering and manipulating data on a workstation computer and participating in staff or other team meetings. Incumbent may be scheduled to work an alternate schedule to accommodate essential business needs.

PHYSICAL SKILLS

Must be able to drive a motor vehicle. Must be able to write or have alternative writing skills to comply with data report requirements. Incumbent may be expected to travel, during which he/she may be required to attend conferences and meetings at which public speaking/ representing the agency in a public role is necessary. Communities in Schools Laredo, Inc. tries to accommodate any handicapped individual in performing the essential function of the job, unless it would impose undue hardship on the operation of the CIS program.

I understand my job duties are not limited to those listed above. I accept responsibility of the job description listed. I acknowledge that a copy of this job description and a copy of the personnel policies have been provided to me.

Employee Name Print

Date

Employee Name Signature

Date

Executive Director

Date