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## EMPLOYMENT OPPORTUNITY

**Position:** **FINANCE DIRECTOR**

**Department/Program:** **FINANCE**

**Reports to:** VICE PRESIDENT/CHIEF FINANCIAL OFFICER

**Job Summary:** Under administrative direction, supervises the assigned finance department staff; receives, reviews and approves fiscal documentation, generated by finance unit (e.g., financial reports, taxing authority statements, journal entries, fund transfers, cash balances and needs, purchase orders, disbursement authorizations, budgets, etc.); plans and implements cash flow plans; develops fiscal control schedule (e.g., check runs, closing, etc.); analyzes expenditures and their relationship to budget constraints; determines potential fiscal concerns and takes preventative measures to prevent a fiscal crisis situation; monitors, reviews, and approves documentation preparation and distribution; develops and implements unit policy and agency-wide fiscal control procedures; prepares and submits budgets. Coordinates and/or directly assists state, federal and independent auditors in the agency audit process. Supervises the activities of assigned fiscal staff; assigns and reviews work, evaluates employee performance, trains new employees; recommends and/or implements wage adjustments, promotions and disciplines as needed.

**Requirements:** Completion of college education with a (4) year degree in accounting, finance, business or other related discipline and (5) years experience in a complex fund accounting operation or equivalent combinations of training and/or experience; Experience with Community Action or Head Start Agencies strongly preferred; valid State of Ohio Driver's License and transportation; computer literacy, Summit County residency; background checks and drug screening conducted.

**Salary:** \$31.60 per hour (\$65,728.00 annualized) to \$39.69 per hour (\$82,555.20 annualized) Depending on qualifications (Pay Grade 43)

**Benefits:** Medical, Life, Dental, Vision, Prescription, 403(b) Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification

**Classification/Schedule:** Regular, Full-Time, Year-round

**FLSA Status:** Exempt

**Site Assignment:** Corporate Office

**Posting Dates:** **10/30/2016 – Continuous until filled**

**Send Resumes/  
Applications to:** Akron Summit Community Action, Inc.  
Human Resources Department  
55 East Mill Street  
Akron, Ohio 44308 Or,  
E-mail resume to [resumes@ascainc.org](mailto:resumes@ascainc.org)

**NO PHONE CALLS.** Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6 months.  
For employment opportunities and other agency information visit [www.ascainc.org](http://www.ascainc.org)  
At-Will Employment/EOE