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JOB DESCRIPTION

JOB TITLE: Compliance Director

COMPONENT: Finance

SALARY RANGE: \$40,000 Minimum to \$50,000 Max range

CLASSIFICATION: Exempt

DEFINITION AND PURPOSE: To oversee compliance in all financial matters of the agency. This includes but is not limited to Grant Contracts, 401K, Internal Controls, Insurance procedures, External Audits.

ORGANIZATIONAL RELATIONSHIP:

Supervised by: Kimberly Butler CFO

Supervises: A compliance specialist

Coordinates with: all agency directors and fellow finance staff

RESPONSIBILITIES:

This person will ascertain and insure that the agency is compliant with Grant requirements. They are to be actively involved in 401k upload procedure and year end ERISA law compliance reviews. They are to work closely with external auditors, as well as Grant monitors, preparing schedules and answering any questions they may have. They will monitor inventory as well as maintain fixed asset lists. They work with insurance companies to make sure all policy requirements for insurance are being met. They will reconcile bank accounts and investigate discrepancies found. They will be responsible for maintaining an up to date financial procedures manual for the agency. Assist the CFO in any way required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Bachelors of Accountancy

TRAINING, EDUCATION AND EXPERIENCE:

Up to date CPA license (Active or inactive)

Excel, Word, Outlook

GAAP accounting knowledge

MIP Sage software experience a plus.

Nonprofit experience a plus

SPECIAL REQUIREMENTS:

- Must have a valid Virginia Operator's license with a good driving record and reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.

Equal Opportunity Employer/Drug Free Workplace

Bilinguals Encouraged to Apply