



Finance & Administration (F&A) Director

Reports to the Center Director and is a salaried, exempt position. This position will be responsible for, and have oversight over, the following finance and administration (F&A) functions to be in compliance with contract requirements, Center Operating Procedures (COPs) and corporate directives: finance/accounting, student payroll purchasing, facility maintenance, Construction Rehab (CRA) and Career Technical Skills Training (CTST) projects, property, food service, and information systems.

Duties and Responsibilities:

- Facilitates monthly budget meetings with all department heads to effectively manage and utilize annual planned operational expenses, for the students' benefit, and follows up on commitments made to resolve budget variances.
- Timely and accurately applies established financial acquisition procedures and evaluates the cost/benefit of requested program expenditures. Supervises the acquisition efforts of the purchasing agent for subcontracted supplies and services.
- Provides the necessary oversight that ensures Government Furnished Equipment (GFE) is properly safeguarded and accounted for.
- Provides information and input to corporate accounting staff on the annual budget and is aware of contract amendments leading to acquisition of goods and services to address CRA and CTST projects and equipment.
- Research monthly budget variances, organizational problems, and operational requirements that leads to appropriate reporting and resolution.
- Advises Center Director on opportunities to best utilize the current contract year's budget and funding for the benefit of the students, staff and to successfully accomplish contract requirements and achieve the desired program outcomes.
- Prepares recurring month-end close information to corporate accounting following prescribed guidelines. Performs recurring or ad hoc analysis and reports for management decisions, corporate accounting, the Department of Labor (DOL), and/or internal or external auditors.
- Ensures compliance with corporate's Universal Audit Plan regarding ongoing F&A requirements.
- Conducts periodic facility walk-throughs to identify and document areas of concern that leads to regular facility repairs and maintenance. In the case of CRA projects, engages the Engineering Support Contractor (ESC) to request funding that leads to subcontracting the work to remediate the facility deficiency.
- Ensures small business and small disadvantaged business subcontracting procurement goals are met consistent with contract requirements.
- Assists the Student Government Association (SGA) in financial matters and to help students become financially literate. Maintains control over and safeguards petty cash, the center's credit card(s), and other cash equivalent property (e.g., bus passes, incentives).
- Interviews and selects staff; evaluates staff performance at least annually; provides orientation for new hires and in-service training for staff; prepares Performance Improvement Plans and/or disciplines staff following Odle's progressive disciplinary procedures; and approves promotions or transfers.
- Assists in the development of desk references that build on, and improve application of, current F&A policies and procedures.
- Conducts departmental meetings on a regular basis or as needed.
- Coordinates with other center staff concerning administrative matters.
- Clearly communicates and consistently models appropriate Job Corps' Career Success Standards, that include employability skills, personal responsibility, and computer fluency.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education and Experience Requirements:

- Bachelor's degree in accounting, finance, or business administration, with at least three years broad-based professional experience in Job Corps or similar government services contracts or program.

- Minimum of three years of supervisory experience.
- Previous Job Corps experience is preferred as is familiarity with Government contracting terminology or in a service-related field within a regulated industry.
- Prefer Master's degree in business administration, accounting, finance or work-related field, or an equivalent combination of education and experience.
- Previous experience providing supervision on a campus facility and/or working familiarity with Microsoft Dynamics/Great Plains accounting software is a plus.
- Valid driver's license in the state of employment with an acceptable driving record.

Additional Requirements: The successful candidate will have a demonstrated record of accomplishments and exhibit the following leadership characteristics: highly organized, self-directed behavior, excellent verbal and writing communication skills, values performing work timely, accurately and completely on a consistent basis, and excellent problem-solving skills. The qualified candidate will also exhibit a positive, 'can do' attitude in all interactions with internal and external customers and staff, be capable of successfully completing projects, and position team members for success by providing them with the tools, guidance and support they need to be successful.

Working Conditions: This position involves frequent sitting and occasional standing, bending, stooping, squatting, and walking. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 5% of work time outside and 95% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.