

Position Description

Exempt

Revised--02/26/2021

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ARVAC, Incorporated

Director of Reporting and Budget Initiatives

Introduction

The Director of Reporting and Budget Initiatives is responsible for ensuring timely submissions to the Office of Community Services (OCS) for all CSBG (Community Services Block Grant) related outcomes, goals, and reoccurring reports; assisting with other grant reporting; and participating in the development and ongoing reporting of agency budgets.

*Job duties may change as required by needs of the agency change. As an employee of ARVAC you will assume the responsibility of understanding your role in accomplishing the strategic goals and performance measures of the Agency.*

Summary

The Director of Reporting and Budget Initiatives is knowledgeable of the CSBG Act, CSBG Grant requirements, and OCS Organizational Performance Standards. The incumbent acts as a liaison between the various departments to ensure compliance of CSBG reports and budgets. The purpose of the CSBG Act and grant dollars are to ensure program participants are healthy, safe, and enjoy a high quality of life. This position plays an important role in confirming that program services and reporting efforts are capturing the services provided to meet CSBG grant goals. This position will also support reporting for other agency grants, and assist with budget reporting and monitoring for the Agency. The Director of Reporting and Budget Initiatives will work with department leads and chief officers to ensure that reported outcomes are consistent with projected outcomes. If variances occur, this position schedules time to analyze data with the department lead or supervisor responsible for that service/program to determine possible issues or economic changes that caused the variance

Essential Duties

1. Completes weekly outcomes data sheets and submits to appropriate personnel as well as state reporting agencies;
2. Completes Community Needs Assessments every three years, and completes an update to the report annually. This includes conducting Public Hearings in communities to survey the community’s needs, and compiling that data into a report for agency strategic use.
3. Completes quarterly CSBG Reports that consist of reporting program and budget outcomes; communicating with staff to ensure case management is being performed;
4. Analyses quarterly reports for community/agency trends and involves other departments, directors, etc. to review and evaluate services;
5. Works with finance and budget departments to submit CSBG budgets, budget amendments, etc. as needed;
6. Compiles and submits for approval annually the CSBG Grant Application, CAP (Community Action Plan), and associated documents for award of grant dollars;
7. Works with the Chief Compliance officer to review OCS and CSBG regulations for monitoring purposes to ensure compliance and documentation of compliance;
8. Manages electronic reporting software in an effort to run weekly, monthly, quarterly data and outcome reports;
9. Works with various program directors and department leads to ensure case-management training and documentation of case management is being performed in accordance with the CSBG grant guidelines;
10. Participates in state-wide ROMA (Results Oriented Management and Accountability) meetings; and works to become ROMA Certified within the first 2 years of accepting the position;
11. Responsible for knowing the policies and procedures of the Agency and all funding sources for programs as assigned and staying abreast of changes.
12. Promote client skills and capabilities utilizing existing services and community resources.
13. Develop and implement comprehensive case management plans which maximizes client involvement and includes a multi-disciplinary professional approach.
14. Conduct evaluation of case management plan effectiveness and its impact on client functioning, the network’s capacity to support clients, and on the ability of community professionals to work with the client.
15. duplicated.
16. Monitor the implementation of the case management plan, tracking of client status, service delivery and involvement of social network members.
17. Produces monthly reports, including reconciliations with funders, contract or grant reimbursements, and budget reports for use by the Executive or Leadership Team.
18. Assist the Chief Budget Officer in: creating internal revenue/expense reports, reporting to funding agencies, monitoring of organizational and contract/grant budgets.
19. Maintain system of internal controls to safeguard financial assets of the agency.
20. Conducts other related duties as assigned.

Skills/Knowledge/Abilities

1. Ability to read, write and perform mathematical calculations.
2. Communication Skills. Must be able to talk with clients and understand their needs. Must be able to speak with others on the client's behalf and advocate for them. Good listening and interpersonal skills.
3. General office software, particularly the Microsoft Office Suite, Cougar Mountain Accounting Software, (or other similar not-for-profit general ledger software) and use of databases.

Problem-Solving Skills. Must be able to think critically and clearly to find solutions.

1. Time-Management and Organizational Skills.
2. Ability to train staff on ROMA and case management
3. Ability to create and assess financial and budget documents.
4. Thorough knowledge of organizational finance, accounting and budget operations.

Controls Over the Position

The Director of Reporting and Budget Initiatives will work directly under and report to the Chief Budget Officer.

Qualification Standards

Education High school diploma or GED. Bachelor’s Degree in accounting, finance or related field preferred.

Licenses or Certifications None

Experience Five years of experience in corporate finance, accounting, budgeting or grants management.

Requirements Must hold a valid driver’s license

Staff Signature Date

Supervisor Signature Date

Annual Review Date: