**

**North Texas Area United Way**

**JOB DESCRIPTION**

**Title:** H.O.P.E.S/Texas Home Visiting Fiscal Manager **Status**: Part-time, Hourly, Non-Exempt

**Reports to**: H.O.P.E.S./Texas Home Visiting Program Director **Grant Funded Position**: Yes

**Description**: The Fiscal Manager is a part-time, hourly, grant-funded, non-exempt position that is responsible for working with the Program Director to oversee the fiscal operations of two federal and state grants through the Department of Family and Protective Services (DFPS). A high level overview of the position includes, but is not limited to, fiscal management, budget preparation and continued monitoring, monthly, quarterly, and yearly billing, Sub-contractor contracts and monitoring, and submission of monthly and quarterly reports

# Primary Responsibilities

* Manage all THV and H.O.P.E.S program reporting and data collection activities, including building monitoring and evaluating budgets on a regular basis.
* Conduct regular fiscal and programmatic evaluations and assessments.
* Ensure contract requirements are being carried out, such as: accuracy of job descriptions, job performance, local, state and national training and professional development, purchasing and utilization of required curricula and program materials, accuracy of subcontractor reports.
* Develop, monitor and secure contractual agreements with sub-contractors selected to implement the various components of the THV and H.O.P.E.S programs.
* Work with the Program Director to set up and monitor the disbursement of program funds to sub-contractors as required by DFPS and outlined in each sub-contractor agreement.
* Provide support to development and implementation of a local continuous quality improvement process.

# Secondary Responsibilities

# Work with the Program Director, THV and H.O.P.E.S staff, NTAUW staff and local and state partners to:

* Work with diverse stakeholders, including, but not limited to educational institutions, childcare providers, the NTAUW Community Impact Committee, community volunteers, faith-based organizations, non-profit organizations, the business sector and governmental entities to develop and implement an effective Project Management Plan and Program Sustainability Plan to ensure outcomes meet or exceed grant requirements.
* Work with the subcontractor(s)and NTAUW finance staff to set up and monitor the disbursement of program funds as required by HHSC and outlined in each sub-contractor agreement.
* Other duties as required.

# Educational/Experience Requirements

* Bachelor’s degree in finance, accounting, public administration, business or equivalent degree preferred.
* Experience equating to 3 or more years of work experience in data management or 18-plus college hours in business and finance may be substituted for education if the person holding the position does not have a bachelor’s degree
* Federal and State Grant Management Experience Preferred
* Must have valid TX driver’s license and personal liability insurance.
* Must be able to pass a background check.

# Other Experience Preferred

* Excellent communications skills
* Experience with non-profits a plus
* Continuous Quality Improvement tools & processes
* Experience working with or serving on boards
* Excellent customer service skills
* Average mastery of windows operating systems and Microsoft office suite, including OneNotes and Databases; Advanced mastery of Excel strongly preferred.

# Physical Requirements

Lifting and carrying up to 30 pounds

Hearing and listening

Dexterity

Talking, clear speech in the English language

Reaching with hands and arms

Sitting, standing and walking

Operate personal vehicle

# Other Requirements

Reading – Advanced

Writing – Advanced

Analysis/Comprehension

Judgment/Decision Making

Accounting Skills

 Ability to foster and sustain a team environment

 Adhere to the organization’s code of ethics

# Work Environment

Verbal contact with others

Face-to-face contact with others

Inside and outside work

Noise level will fluctuate based on environment – moderate to loud

**Work Schedule**:

Typical schedule is four hours per day Monday through Friday or five hours per day for four days per week

**Travel Requirement:**

Daily travel is required within the service area as well as required overnight travel periodically.

***Interested applicants should submit a letter of interest to Carol Marlar at cmarlar@ntauw.org***.