



Position Title:	Finance and Data Compliance Manager		
Reports To:	Director, TSIC		
Department:	Take Stock In Children	Job Code:	0701-01
Prepared By/Date:	Jennifer C. Brito/10-31-2007	Job Group:	PENC
Approved By/Date:	Madeline Pumariega/7-19-2010	Salary Grade:	14
Revised:	Jennifer C. Brito/7-19-2010	FLSA Status:	Exempt

Summary:

Responsibilities will include the management of multiple budgets, including college, and local TSIC budgets in addition to grant funding, and MDC Foundation funds, will provide leadership and daily management of local program. The primary person in charge of processing all routine budgetary functions, keeping internal records of projected expenditures, implementing, supervising and ensuring that all proper procedures are followed according College Finance Department and all, Federal, State, and Local grants regulations.

Essential Duties and Responsibilities:

- Prepares general accounting
- Manages grant staff
- Ensures compliance with grant requirements
- Prepares RFP, outcomes, objectives and outputs reports.
- Implements and supervises Finance Department procedures.
- Designs and implements internal records of projected expenditures
- Maintains internal controls for financial transactions.
- Supervises staff compliance with grant contracts, grant application processes, State and Federal budget regulations and grant funding requirements.
- Prepares monthly, quarterly, bi annual, and end of year reports for multiple grant sources.
- Prepares and follows-up with the billing process for the program.
- Performs other related duties as assigned by Program Director.

Knowledge, Skills and Abilities:

- Working knowledge of accounting principles and procedures.
- Knowledge of Miami Dade College Odyssey Finance budgetary software.
- Knowledge of grant RFP procedures and processes.
- Skilled in local, State and Federal grant writing and implementation.
- Excellent oral and written communication skills
- Ability to maintain a flexible work schedule that may include working nights and weekends.
- Ability to work in a multi ethnic multi cultural environment
- Ability to read, analyze and interpret common journal entries, financial reports and legal documents.
- Ability to analyze financial transactions and to recommend appropriate adjusting of original journal entry.
- Ability to work on multiple projects simultaneously and work well under limited time constraints.
- Ability to ensure that all expenditures are justified according to sound accounting principles; that proper records and time frames are adhered to, establishment and maintenance of separate record keeping systems for internal controls, follow-up on rejected or pending transactions, verification on accuracy and suitability of documentation, and implementation of

required procedural protocol.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's Degree in Accounting or related field experience and five (5) years of experience.
- Minimum of two (2) years supervisory experience.
- Must be proficient in Microsoft Office applications, Quick Book and Access.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name