



Supportive Behavioral Resources, Inc. (SBR) is a human service agency celebrating 25 years of service enhancing the lives of adults with Intellectual Disabilities and Autism located in Northeast Philadelphia.

SBR is seeking an experienced Fiscal Director to lead all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation and review, as well as development of internal control policies and procedures. The finance director's responsibilities will also include financial risk management.

General Key Responsibilities

- In conjunction with the COO/CEO, establish financial and operating benchmarks, budgets, program monitoring, and reporting standards as necessary on a bi-weekly, monthly, and annual basis.
- Implement consistent accounting policies, practices, and procedures across all programs, upholding federal, state, and local legal standards by remaining knowledgeable about existing, new, and future legislation.
- Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflow.
- Follow Generally Accepted Accounting Principles (GAAP) for controlling and/or monitoring various areas for SBR's financial position.
- Utilize financial and related data to develop and prepare SBR Annual Budget along with the CPA for presentation to Executive Management, and Auditors. Annual Budget is for both the calendar year and the State fiscal year and is reference with regard for SBR current fiscal status, as well as, for future growth.
- Maintain controls over Billing, Accounts Receivable, Accounts Payable and review of SBR's Quick Books (QB) to ensure accuracy and timeliness of payments.
- Establish guidelines, Policy & Procedures and oversight for other fiscal positions such as Fiscal Analyst, Fiscal Assistant, and Fiscal Clerk.
- Review financial information required for Residential Services and individual consumers with Fiscal Analyst and Advocacy Alliance as necessary.
- Oversee internal audits including making sure all documentation is complete and available as required.
- Manages and review all aspects of the payroll process including expense forecasting, review employee hours and overtime compliance, budget analysis, and documentation review and retention.
- Collaborate with SBR Accounting Firm in preparation of financial statements, other required reports and for Federal, State, and local Tax filings; including audits that may occur.
- Suggest and/or act as coordinator of new projects/area that arises within SBR as they relate to proper fiscal and accounting processes.

Requirements

- Minimum seven (7) years' fiscal management experience
- Minimum five (5) years managing a fiscal department
- Working knowledge of finance law and regulatory standards (GAAP)
- Proven payroll experience, with a focus on streamlining accounting processes
- Exemplary history of financial project management
- Working knowledge of federal, state, and local tax compliance regulations and reporting
- Strong Excel and QuickBooks skills
- Knowledge of Cost Accounting and QuickBooks
- Working knowledge of state systems such as ePromise, HCSIS and Therap a plus
- Experience working in the field of Human Services is a plus

Education

- Bachelor's Degree in the field of finance; Master's preferred or equivalent combination of education and experience
- CPA license or CMA is preferred but not required

If interested please forward Cover Letter and Resume to Jennifer Fenton, HR Director
jen@supportivebehavior.com