

Fiscal Operations Manager

Northwest Arkansas Regional Planning Commission (NWARPC)

Overview:

NWARPC Fiscal Operations Manager is responsible for direct oversight of NWARPC's financial system, including the tracking and paying of bills and invoices, preparing project reimbursement claims, preparing monthly statements and reconciliations for review by the Executive Director, annual audit support, annual member billings, and overseeing purchases.

We offer a comprehensive benefits package including medical benefits and retirement. The hiring range for this position is \$78,000- \$88,000 based on experience.

Essential Job Duties:

- Provide good customer service to both internal and external customers, maintains positive and effective working relationships with employees and has regular and reliable attendance that is non-disruptive.
- Study and interpret complex documents to recommend appropriate processes and procedures for compliance with State and Federal grants and contracts.
- Manage the federal aid funding process, fund reimbursement, and reporting requirements for federal grants. Ensure financial and programmatic reports are submitted on time.
- Assist in organizing, tracking, and reporting sub-allocated federal-aid grant programs and projects awarded to member agencies and preparing the annual obligation plan to ARDOT.
- Prepare the Schedule of Expenditures of Federal Awards for the annual audit to ensure compliance with the Federal Single Audit requirements.
- Prepare, review, and maintain all project contracts, amendments, and inter-agency agreements ensuring all contracts meet legal, financial, and administrative standards in coordination with project managers.
- Maintain a centralized contract management system and ensure timely updates, renewals, and compliance tracking.
- Develop, communicate and implement corrective actions to ensure overall major project budgets and required project documents are filed timely, and projects remain within pre-authorized limits.
- Maintain contract files, review and approve all contract payments and change orders for compliance with the contract document.
- Assist Project Managers with contract information, project billing review, project reimbursement review, etc.

- Monitor agenda items to obtain information concerning new grants and maintain documentation of all grants. Review grant applications and record grant receipts.
- Prepare contracts and lease schedules relating to grants for the external auditors.
- Oversee the administration of the travel and training policy, resolving issues as necessary.
- Review monthly invoices and prepare check requests.
- Reconcile receipts and oversee bank deposits. Prepare journal entries.
- Responsible for the timekeeping system including all necessary maintenance and adjustments to ensure accurate employee records.
- Oversee accounts receivable functions.
- Generate financial statements and budget reports for internal use and distribute to the Board of Directors.
- Prepare audit schedules and work with external audit firm.
- Maintain inventory on equipment.
- Develop and maintain a thorough understanding of Commission policies, procedures, and legislation impacting operations.
- Prepare financial data, policies, procedures, and associated required financial documentation for FTA and FHWA certification reviews.
- Develop and update the Cost Allocation between grants. Analyze all areas for cost finding, indirect cost allocation and activity-based costing. Prepare reports and presentations as needed to comply with management requests.
- Draft and compile the Quarterly Management Report.
- Responsible for review of credit card transactions to verify purchases and accuracy of accounts used.
- Approve and enter budget adjustments in the financial system.
- Coordinate staff workflow and gather necessary information to respond to FOIA requests in a timely and compliant manner.
- Oversee the administration of the NWARPC's travel and training policy, resolving issues as necessary.
- Assist Executive Director with the administration, recruitment, hiring, and onboarding processes in compliance with agency policies and equal opportunity regulations.
- Maintain and update employee records, ensuring accuracy and confidentiality.
- Coordinate employee benefits, including health insurance, retirement plans, and leave policies.
- Attend and take minutes at the Technical Advisory Committee and Policy Committee.
- Perform other duties assigned.

Minimum Qualifications:

Bachelor's degree in Accounting, Finance, or Business from an accredited college or university and four years of related experience with a minimum of two years of project management experience or equivalent combination of education and experience.

Effectively communicate with others orally and in writing.

Ability to read, analyze and interpret GASB/Accounting-related technical journals, financial reports and legal documents.

Must possess a valid Driver's License.

Must successfully pass criminal background check, including but not limited to - convictions, guilty pleas or no contest pleas to violent offenses, theft offenses and any offense under A.C.A. § 21-15-103 and A.C.A. 21-15-111.

Must have proficient knowledge in the use of computers and related software programs such as word processing and spreadsheet applications. Must have the ability to learn to navigate the agency's financial software application. Must be able to effectively operate standard office equipment.

Must be able to use mathematics involving the practical application of fractions, percentages, ratios and proportions.

While performing the functions of this job, the employee is regularly required to stand, sit and move from location to location. Must be able to regularly use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee is occasionally required to traverse uneven or undeveloped terrain such as a project construction site. The employee must occasionally lift and/or move up to 25 pounds.

Application Process:

Applicants may apply by submitting their resume to tconklin@nwarpc.org. The position is open until filled.

Equal Opportunity Employer:

NWARPC is an equal opportunity employer does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices.