



## FIRST THINGS FIRST

### FINANCIAL CONSULTING MANAGER

First Things First (Arizona Early Childhood Development and Health Board) is a public agency and one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First operates through a surcharge on tobacco products. Governed by a state Board with 28 regional partnership councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

#### **Job Summary:**

The Financial Consulting Manager reports directly to the CFO/COO for First Things First and supervises a small staff responsible for procurement, accounting, grant reporting, agency level budgeting, payroll processing, ensuring the interface between the state's and agencies accounting systems are in line and working properly, and facilities management. The work completed by the Financial Consulting Manager is very exacting and requires a high degree of technical knowledge and competency.

#### **Distinguishing Characteristics:**

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to work within teams to accomplish multiple tasks and keep multiple projects organized and progressing.

#### **Typical Duties and Responsibilities:**

Under the guidance of the CFO/COO, the following is a list of the type of duties and responsibilities assigned to the Financial Consulting Manager. This list is not meant to be an absolute listing, but instead provide examples of what FTF's Financial Consulting Manager is typically engaged in.

The Financial Consulting Manager is responsible for FTF's day-to-day budgeting and accounting operations. As such, s/he is responsible for:

- General ledger
- Accounts payable and receivable
- Balance sheet accounts
- Prepare and report financial statements that conform to accounting principles and regulatory requirements
- Monitoring adherence to financial standards and regulations
- Advising management on accounting problems, on the effects of accounting changes, and on measures proposed to revise program plans or current practices or to improve financial management.
- Supporting external auditors in their work with FTF
- Coordinating and/or supporting internal audit functions
- Payroll
- Cash management and reconciliation
- Fixed asset accounting and inventory
- Assist in the development, and supervise the load of agency budgets.
- Responsible for managing operational data and ensuring data integrity and accuracy.
- Supervise accounts payable, payroll, travel, and general ledger personnel
- Perform daily accounting processes including journal entries, account reconciliation, and general ledger transitions.
- Prepare (and reconcile) monthly cash and investments, quarterly and annual payroll, A/P reports, and compile agency information for annual audits
- Perform monthly analysis of revenue, expense and business mix budget variances and identify reasons for differences.
- Monthly cash reconciliation to state's accounting system
- Point person for troubleshooting system accounting and reporting issues
- Development of operational procedures and documentation of data flow
- Prepare routine financial reports and ad-hoc reports for operation review and decision making
- Provide accounting assistance to business managers as needed throughout the agency
- Participate in budget planning and direct/facilitate the load of agency budgets within the accounting system.
- Oversee unit's support of facilities and tracking for assets.
- Assist in the preparation of financial reports to the Board

**Qualifications:**

Knowledge of:

- Accounting principles (GAAP)
- Fund Accounting/ Encumbrances
- Professional auditing standards and procedures
- Systems Accounting
- Internal control structures
- Federal regulations, Arizona Revised Statutes, applicable state and agency policies and procedures
- The principles of management and supervision

Skills in/Ability to:

- Effectively and efficiently use electronic data processing equipment, software/programs (like Excel), and accounting systems
- Plan evaluation and improvement projects
- Develop solutions to complex system problems
- Performing complex numerical calculations
- Preparing complex management reports on a timely basis
- Present ideas effectively as well as effectively communicate verbally and in writing
- Maintain complex recordkeeping systems and conduct business in a computer based environment.
- Engage in continuous learning, and ensure current Federal and State laws and other applicable standards governing assigned program areas are interpreted and applied.
- Establish and maintain working/effective relationships in and outside the organization.
- Work effectively with people from a variety of culturally diverse backgrounds.
- Demonstrate sound judgment

Minimum qualifications:

- Bachelor's degree in related field AND five years of experience in accounting; OR
- 10 years of accounting experience; OR
- Any equivalent combination of experience, training and/or education.

While not required, preference may be given to those individuals who:

- Have an advance degree in accounting or finance
- Are a Certified Public Accountant
- Experience and proficiency in Arizona's state accounting system (AFIS)
- Experience with SQL

For consideration please submit your cover letter, comprehensive resume and three professional references to:

[www.AZSTATEJOBS.gov](http://www.AZSTATEJOBS.gov)

In the AZ State Personnel System, the position is classified as a Grade 24 and has a hiring salary range of \$78,000 to \$82,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

“Arizona State Government is an EOE/ADA Reasonable Accommodation Employer”