

## **HANDS ON!**

### **Fiscal Director – KenCCID**

The company is a non-profit organization supporting persons with developmental disabilities through community living arrangements and employment activities.

- Supervise AP, AR and Payroll. Direct IT functions
- Interact with Executive Director, Human Resources, Program Director and Facilities Manager on a daily basis
- Prepare Annual and Expansion Budgets
- Prepare financial statements monthly for presentation to the Board of Directors
- Prepare financial information for the County of Philadelphia and Pennsylvania Office of Developmental Programs as required
- Prepare forms for federal, state and local governments
- Management of Cash and all Insurances
- Prepare relevant schedules for annual audit
- Maintain and create company Policies and Procedures
- Implement an integrated scheduling and time keeping system
- Will be responsible for reorganizing work flow and directing the elimination of paper schedules

#### Desired Skills:

- MAS90 & FRx
- Excel & Word
- ADP PC Payroll & ReportSmith
- Paperless environment

Please forward your resume and cover letter with your salary requirements.

Compensation will include single coverage medical insurance.

Send to: [boardpres@kencid.net](mailto:boardpres@kencid.net)

Thank you

- Location: North East Philly
- This is at a non-profit organization.
- OK to highlight this job opening for persons with disabilities
- Principals only
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.