



GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.

JOB VACANCY

ASSISTANT CHIEF FISCAL OFFICER

SUPERVISION: Reports to the Chief Fiscal Officer

SUMMARY OF DUTIES: The Assistant CFO assists the CFO with the finance function of GCASA and GCASA Foundation. May be required to work additional hours. Salaried Non-Exempt position. Maintains the highest level of confidentiality, discretion and privacy regarding all facets of financial information and activities at all times. Assists CFO in preparation of the agenda and financial documents for the Finance and Audit Committee and the Board of Directors. Prints monthly reports several times per year with the Finance Manager and CFO. Post sentries from Cerner and revenue journal to CYMA monthly. Compare revenue journal to Cerner. Review receipt numbers. Create monthly reconciliation. Creates monthly cash financial reports. Analyzes financial reports and create reports for the Finance and Audit Committee or the Board of Directors as needed. Create the analytical report and the Board of Directors quarterly summaries for clinics, gambling treatment and residential programs. Prepare Budgets, Program Budget Change Reports, OASAS Certified Fiscal Report, OASAS Fiscal Viability and estimated claim, and other fiscal reports as necessary. Balance checkbooks and compare to the general ledger. Utilize CYMA bank reconciliation and the bank's ability to transfer cleared checks and deposits. Process all void checks. Reviews check numbers monthly. Assists CFO with the yearly audit for GCASA and GCASA Foundation. Prepare adjusting and reversing entries and create back up documentation for the CPA. Prepare financial reports for CPA and tie CPA reports to General Ledger. Prepare IRS 990 information for the CPA. Vouchering of DFC, Millennium, and Iroquois Job monthly. Prepares quarterly Federal FFR report and all yearly requirements. Prepares assets for inventory, list of equipment acquisition/disposition and depreciation schedules. Prepare the inventory and reconciliation with Sage. Back up for CFO, payroll, accounts payable and billing as needed. Acts as a resource and consultant to staff in matters relating to financial procedures. Work on special assignment for the Executive Director or Board of Directors. Attend trainings or seminars to keep skills current.

REQUIREMENTS/QUALIFICATIONS: Experience with accounting software and data entry. Excellent understanding of accounting rules and procedures including the Generally Accepted Accounting Principles (GAAP), advanced knowledge and experience of spreadsheets, ability to work independently, and analytical skills. Experience in management of company finances and drawing up a budget based on income and expenditure accounts. Experience with balancing a checkbook. Working experience with general ledger functions is required. Requires a degree in finance/accounting or any related field or 5 years of experience. Pre-employment background/post-offer drug screening required for new applicants. Must be addiction free, valid NYS license and method of transportation.

LOCATION: 430 East Main Street, Batavia, NY 14020

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@gcasa.org

POSTED:

4/4/23

DEADLINE:

ASAP

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.