

## POSITION DESCRIPTION

### Fiscal Manager



**Reporting directly to the Fiscal Operations Director and HIV Director, the Fiscal Manager oversees financial activities pertaining to the Ryan White Part B Program, while providing supervision for a team of four (4) accountants, with one serving as the Team Lead. This position is not available for telework and requires full-time in-office work at a MSDH facility.**

#### JOB SUMMARY

The Mississippi Public Health Institute (MSPHI), a statewide not-for-profit corporation, is seeking a dynamic Fiscal Manager for the Mississippi Ryan White Technical Support program. The Fiscal Manager manages Ryan White Part B Programmatic and fiscal monitoring, managing a portfolio of grant funds through pre- and post-award activities. This role is responsible for day-to-day financial tasks such as contract reviews, financial reporting, budgeting, and compensation evaluation. The Fiscal Manager ensures accurate and efficient management of program finances, while adhering to governmental accounting standards and grant administration requirements. In collaboration with the Fiscal Operations Director, sub-recipients, departments, and external agencies, the Fiscal Manager coordinates financial activities within the Ryan White Part B Program. This position provides detailed administrative support to supervisory and management staff, focusing on finance, budgeting, and grant compliance. This role requires strong financial oversight and close attention to program operations to ensure successful financial management.

**Salary Range (Dependent on Experience and Education): \$75k - \$80k**

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

#### DUTIES

##### **Fiscal Management: 40%**

- Collaborates with the Fiscal Operations Director and HIV Director to develop the Ryan White Part B and EHE budgets (to include set-asides, allocations to districts, accounting codes, and subrecipient/district-based budget summaries)
- Assures timely approval of subrecipient contracts
- Assists the Federal Grant Specialists and the Directors with solutions for subrecipient-level budgetary issues
- Collaborates with the HIV Director to finalize the HRSA Interim Reports and the MSDH Year End Completion Reports
- Approves subrecipient-level budget transfer requests and one-time payment requests
- Serves as the liaison between the Federal Programs department and the sub-recipients to ensure timely processing of transfer requests, budget uploads, account set-ups, and required financial activities relative to journal entries, reclass of unauthorized transactions, and all other recording/reporting of financial expenditures and revenues
- Compiles data and financial reports for storage in a consistent, compliant, and confidential manner.
- Serves as the lead point person for all activities related to the fiscal portions of the Ryan White Services Report (RSR) for Ryan White funding. This includes but is not limited to being knowledgeable about the RSR process, securing appropriate login credentials to properly report the RSR information, and serve as the lead point person to follow-up on additional RSR fiscal needs or concerns.

##### **Reporting: 20%**

- Compiles the necessary data and overall budget layout for uploading into the financial tracking system. This includes, but is not limited to, the following: Comparability Report, Funds Allocations (per services provided, units per services), in-care/out-of-care visits, Personnel, Contractual Services/Special Projects, etc.
- Creates Federal Programs budget reports and facilitates budget meetings with the Directors (HIV Services), Federal Grant Specialists, Finance department, and the sub-recipients, as needed
- Develops required corrective action plans relative to audit findings and state reporting requirements

- Researches and provides documentation to support internal, federal, and state audit requirements to ensure that all standards are in compliance
- Produces all financial reports required by the HIV Services Director

**Administrative: 20%**

- Produces training materials and tools and provides training to sub-recipients on reporting expectations and to new employees in the Federal Programs department
- Responds to service provision issues related to Ryan White funding.
- Serves as lead in managing the Electronic Hand Book (EHB) system for all Ryan White services and reporting.
- Monitors Program income data reporting and entry
- Reconciliation of the salary file for all federally funded personnel
- Participates in job-specific professional development to enhance knowledge and increase productivity
- Maintains a desk manual for all processes and procedures related to assigned tasks
- Performs other duties as assigned by an appropriate administrator or their representative

**Supervisory: 20%**

- Exercises direct supervision of lower-level staff
- Carries out supervisory responsibilities per the MSDH policies and applicable laws for the accounting team
- Works cooperatively and effectively with others to set goals, resolves problems, and makes decisions that enhance organizational effectiveness
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**Minimum Qualifications:**

- Bachelor’s degree in accounting, finance, business, or related field
- Minimum of five (5) years related experience in nonprofit or governmental financial management
- Knowledge of GASB/FASB/GAAP principles
- Experience in budget development, accounts payable, accounts receivable, payroll management, cash flow management, and taxes

**Preferred Qualifications:**

- CPA or CMA certification
- MBA
- Seven (7) years of professional fiscal management experience
- Four (4) years of direct supervisory experience in a management and/or administrative capacity
- Experience working with state and local government, specifically around finances and accounting

**What you'll need to be Successful:**

- Knowledge of the Grants and government-awarded funding and accounting principles
- Ability to read, analyze, and interpret complex financial information or governmental regulations
- Ability to assess end-user needs and write financial reports, business correspondence, and procedure manuals that meet those needs
- Ability to effectively present information and respond to questions from groups of managers, consultants, board members, employees, and others
- Attention to detail, analytical skills, communication skills, experience with Excel and ability to organize and prioritize tasks
- Experience working in a diverse setting with diverse populations, including people representative of all gender identities, races, and ethnicities, members of the LGBTQ+ community, people who are insecurely housed or homeless, people who use illicit drugs, and people who participate in commercial and/or survival sex work

## BENEFITS

MSPHI has comprehensive health and retirement benefits for employees, and personal and medical leave accrual.

- Medical:
  - Provider: BlueCross & BlueShield of MS
  - Waiting Period: Date of Hire
  - Cost: \$80 for employee ONLY
- Dental Insurance:
  - Provider: Guardian
  - Waiting Period: Date of Hire
  - Employer pays 50% of the employee ONLY cost
- Vision Insurance:
  - Provider: Guardian
  - Waiting Period: Date of Hire
  - Premiums are voluntary selections
- Life Insurance:
  - Provider: Bluebonnet Life Insurance Co.
  - Face Amount: \$20,000
  - Employer pays 100% of the employee ONLY cost
- Long Term Disability:
  - Provider: CIGNA
  - Waiting Period: Date of Hire
  - Employer pays 100% of the employee ONLY cost
- PTO:
  - Sick and vacation are combined

### Additional Perks:

- Professional Development
- Volunteer Opportunities

## How to Apply

Interested individuals should submit a cover letter, and resume with references through the following link.

<https://fs21.formsite.com/G6zWk0/kazagajvlz/index>

No telephone calls or walk-in, please.

Application closing date: Friday, October 4, 2024, by 5:00pm

*MSPHI is an equal-opportunity employer and makes employment decisions based on merit. MSPHI's policy prohibits unlawful discrimination based on race, color, religion or religious creed, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, age, marital status, status as a protected veteran, physical or mental disability, medical condition, genetic information, or characteristics (or those of a family member), or any other consideration made unlawful by applicable federal, state, or local laws. It also prohibits discrimination based on the perception that anyone has any of those characteristics or is associated with a person who*

*has or is perceived as having any of those characteristics. All such discrimination is unlawful. MSPHI is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all people involved in the operations of MSPHI and prohibits unlawful discrimination by any employee of MSPHI.*