



Currently Accepting Applications (Resume, Cover Letter and Application required)

Application must be submitted online: <https://cdcac.org/employment/>

For questions, email employment@cdcac.org

Closing Date: Open until filled

Interviews Scheduled: Beginning July 6, 2026

Hire Date: When candidate is selected

Salary Range: \$100,000 USD to \$110,000 USD, plus benefits

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| Job title | <i>Fiscal Director</i> |
| Job Category | <i>Regular, Full-time, Exempt</i> |
| Reports to | <i>Executive Director</i> |
| Supervises | <i>Administrative Assistant</i> |

Position Summary

Under the general direction of the Executive Director, the Fiscal Director is responsible for guiding the financial activities of Chelan-Douglas Community Action Council agency by performing duties personally or through administrative staff. This position establishes, implements, manages and administers control systems for all financial-related activities of the organization. This position is responsible for the ongoing accounting and internal control system that adequately safeguards, controls and tracks all Agency assets, transactions and revenues and assures that all grant contract guidelines and requirements are followed.

Duties and responsibilities

The primary job responsibilities of the *Fiscal Director* include:

- Maintains expert knowledge of GAAP, OMB Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards, and applicable, federal, state, and local regulatory laws and rules for agency grant agreements, awards, and reporting.
- Responsible for agency financial operations.
- Adhere to rules and regulations provided by all applicable funding sources.
- Responsible for accurate and timely posting of all journals and ledgers. Maintain separate accounting records for each program/grant for agency.
- Use and manage the fund accounting software system needed for effective operation.
- Ensure that all transactions are properly recorded in the appropriate accounts and are properly verifiable by reference to supporting documents.
- Establishes and monitors the payroll system, including quarterly and annual payroll reports.
- Responsible for agency inventory, asset management process and records.
- Monitor year end program closings to ensure program compliance for expenditure of funds.
- Oversee the operations, maintenance and security of the fund accounting financial software.
- Approve and maintain controls in the cost allocation systems.

- Work closely with third-party CPA firm on annual audit, responsible for the coordination and preparation of financial records for the audit.
- Oversee timely submission of all federal and state payroll taxes, benefit premiums, retirement contributions and worker's compensation premiums.
- Monitor and refine agency's system of internal controls to safeguard agency assets.
- Ensure completion of funding source financial and compliance reports.
- Prepare financial reports for the Board of Directors, Executive Director, and Program Directors.
- Present financial information to the Board of Directors.
- Maintain familiarity with grant conditions relating to financial compliance and reporting.
- Maintain all agency bank accounts and monitor agency cash flow.
- Develop the annual agency operating budget and any necessary budget revisions.
- Prepare request for proposals and preform bid solicitations for auditing and other services.
- Assist Program Directors with the preparation of program budgets and regularly meet regarding monthly expenses.
- Remain up to date on nonprofit audit best practices and state and federal nonprofit regulations.
- Participate in creating and administering Agency financial and administrative policies and procedures.
- Maintain fiscal procedures manual for the agency with assistance from administration staff and board.
- Assist the Executive Director in agency strategic planning, leveraging funding and development of new programs and policies for agency growth.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Attend all staff meetings and department meetings as required.
- Maintain regular attendance and perform job duties and responsibilities in a satisfactory manner.
- Perform all other duties as required.

Qualifications

Education and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- At least five years of progressively responsible financial leadership and accounting experience and/or training; or equivalent combination of education and experience
- Experience managing multiple public/private funding sources, budgets, and financial reporting requirements
- Experience should include use of Grant/Fund Accounting software.

Preferred Qualifications

- Certified Public Accountant (CPA) designation
- Experience in nonprofit financial management system (MIP Accounting software)
- Experience with Community Action Agencies
- Experience with Uniform Guidance (2 CFR Part 200) and Single Audit requirements

Equivalent combinations of education and experience may be considered.

Required Skills, Abilities, and Knowledge:

- Must have sufficient computer skills to learn agency fund accounting software within 60 days of employment.
- Must be bondable.
- Strong problem solving and creative skills and the ability to exercise sound judgement and make decisions based on accurate and timely analyses.
- Computer and software proficiency is essential with strong working knowledge of Excel.
- Able to work independently with a high level of consistency, efficiency and timeliness.
- Able to maintain confidentiality of program matters.
- Able to communicate effectively, both oral and written in English.
- Engage with all others as members of a team that always deserve and receive respect and positive communication.
- Able to establish and maintain effective working relationships with a diverse group of individuals and community organizations.
- Able to work with people from a variety of economic, racial and cultural backgrounds with various lifestyles, disabilities, sexual orientations and ages.
- Able to work with volunteers, other partners, and the public in a respectful, professional, and non-judgmental manner.
- Able to understand the needs, struggles and concerns of low-income families.
- Maintain regular and punctual attendance.
- Must have a valid Washington State Driver's License and personal automobile insurance.
- Ability to travel for state/national training and conferences.

Working conditions

This position is based in an office environment. Some statewide and national travel, including some air travel, to attend required conferences and meetings is expected. Some evening and weekend work required.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires frequent sitting and standing at a desk to use computers, long periods of driving (up to 3 hours in each direction), occasional travel by air, and moderate lifting (up to 15 pounds.)

Must be able to hear, speak, read and write English to exchange accurate information. Ability to move within the office and other locations to access file cabinets, office equipment and supplies. Repetitive motion (keyboard and office equipment); substantial motion of the hands, wrists, fingers. Close visual acuity to perform activities such as preparing documents and viewing computer screens.

NOTE: This is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of CDCAC are expected to perform tasks as assigned by supervisory/management personnel regardless of job title or routine job duties.