MOBILE COMMUNITY ACTION, INC.
Job Announcement
October 14, 2019

Mobile Community Action is accepting applications for the following position:

Chief Financial Officer (CFO)

Mobile Community Action, Inc. is a 501(c)(3), non-profit organization, which is funded by the United States Department of Health and Human Services, and the State of Alabama’s Department of Economic and Community Affairs. Mobile Community Action is nestled along the Gulf Coast, in the beautiful city of Mobile, Alabama.

Mobile Community Action strives to empower the low income population to achieve maximum potential through the provision of advocacy, education, training, employment, and emergency support services.

Currently Mobile Community Action employs approximately 300 people, and operates 17 Head Start centers and ten (10) Community Service centers in Mobile and Washington Counties. In 2018, Mobile Community Action annual budget was in excess of $20 million.

**Duties:**

Establishes, maintains and supervises the organization accounting system in accordance with Federal and State regulations and Agency policy; Effectively tracks all funds received by the Agency; Provides fiscal integrity through the implementation of internal controls; Ensures that all procurement and payroll and accounting transactions are done properly and in accordance with Federal and State regulations and Agency policy; Reviews proper documentation of all expenditures; Knowledgeable of Agency’s current financial situation and reports such to the Executive Director; Establishes sound working relationships with Agency program managers and volunteer leadership; Provides Agency program managers and volunteer leadership with information and reports regarding budget expenditures and funds on a regular basis; Files all required monthly and quarterly financial reports with appropriate agencies; Ensures audits are performed as required and assists the Executive Director in answering finance related questions raised; Ensures that all reports and records are maintained accurately and submitted promptly; Ensures that payroll, payroll taxes and payroll tax reports are completed accurately and on time; Ensures that accounts payable and accounts receivable transactions are entered into the organization accounting system accurately; Prepares financial statements, including monthly budget reports; Abreast of cash flow principles and funds statements related to identifying sources and uses.

**Qualifications:**

Certified Public Accountant (CPA) or Master of Business Administration (MBA) Degree with three years of accounting experience, fiscal management and supervisor experience preferred. Minimum of a Bachelor Degree in Accounting, Business Administration, Finance or related field required. Significant experience and background in non-profit fund accounting a plus. Excellent verbal and written communication skills; Good interpersonal skills; Strong analytical skills; Detail oriented; Must possess a valid driver’s license and a good driving record that will clear the Agency’s insurance provider.

Starting Salary: $80,846.66
All applicants must pass a local and an ABI/FBI criminal background check, medical and TB test. Mobile Community Action (MCA) is a smoke free/drug free Agency. MCA is an Equal Opportunity Employer. Return application and resume no later than Thursday, November 14, 2019, at 4:00 p.m. to

Mobile Community Action
461 Donald Street
Mobile, AL 36617
Attn. Human Resources

Application is available to print at [www.mcamobile.org](http://www.mcamobile.org), Go to Careers tab.