

MABAS (Mutual Aid Box Alarm System)-Illinois

Contract Position Description

SPECIFIC SKILLS AND RESPONSIBILITIES FOR THE CONTRACT POSITION OF:

Job Title: Finance and Administrative Branch Chief

Effective Date: 8/15/2007

Position: Full-Time Contractor Services

Compensation: As determined by the MABAS Executive Board

Position Overview:

- Experience and technical skills in finance, budgetary and accounting systems.
- Experience in managing governmental grants and their compliance requirements.
- Experience in auditing and audit systems design. Experience in working with auditors.
- Experience in investment and procurement procedures and policies.
- Experience in establishing all requirements for an effective office operation.
- Experience in working with governmental finance and budgeting systems.

Essential Job Responsibilities:

- Reports to MABAS Chief Executive Officer.
- Manages and administers all aspects of MABAS budgets and matters of finance.
- Oversees the MABAS Office Staff and provides general and specific management to administrative staff.
- Coordinates and controls the MABAS purchasing policy, purchase order process, invoice receipts due process and the like.
- Develops and gains MABAS Executive Board approval of an investment policy.
- Coordinates all insurance coverage matters associated with the MABAS Executive Board policy.
- Single point of coordination of all MABAS reimbursements with IEMA, FEMA and the like.
- Provides internal audits and coordinates external audits of MABAS and its financial records.
- Manages checks process for signature by MABAS Executive Board members for accounts payable.
- Coordinator and collector of all MABAS accounts receivable.
- Coordinator of MABAS member agency dues billing and payment process.
- Provides monthly and annual financial reports regarding financial status of MABAS.
- Manages and coordinates the MABAS Website, server systems and general computer matters.
- Catalogs and maintains MABAS records, documents, manuals and correspondence in hard copy and electronic formats, as appropriate.
- Accepts committee liaison assignments and provides staff support to same.

NOTE: This job description is not intended to be all-inclusive. Individual may perform other related duties as negotiated to meet the ongoing needs of the organization.