

South Correctional Entity (SCORE) Jail

Position: **FINANCE MANAGER**

REVISED Salary: \$7,346 to \$8,946 per month

Posting Date: Position open until filled, first review on July 26, 2010

BECOME PART OF THE SCORE TEAM

This is an exciting opportunity to help create an organization from the ground up! As SCORE Jail is a new agency, the benefit programs, policies, payroll processes, and other finance programs have not yet been developed. SCORE Jail is currently recruiting for their management team to help get the agency up and running, and this position will play an integral part of the process.

JOB SUMMARY

Under the direction of the SCORE Director, plan, organize, direct, coordinate and supervise the day-to-day execution of a variety of accounting, accounts payable, accounts receivable, and payroll functions. Prepare monthly reports and analysis. Oversee legal and fiscal compliance to Federal, State and Local regulations. Supervise, train and evaluate the performance of assigned staff. Responsible for the creation of the annual budget, the comprehensive annual financial report, debt management, revenue programs investment program for all funds and monies, treasury management, payroll administration, and cash control.

MINIMUM REQUIREMENTS

Any combination equivalent to: Bachelor's degree in accounting, public or business administration, finance or related field and five (5) years of progressively responsible experience in budgeting, accounting, payroll oversight or finance, with a minimum of one (1) year supervisory experience required. CPA and/or Master's degree preferred. Some accounting, budgeting, payroll and finance experience in the public sector preferred.

Please see the job announcement on <http://www.scorejail.org/employment.html> for more details about the position as well as application requirements.