



**Bi-County Community Action Programs, Inc. (BI-CAP) is seeking a Fiscal Director for its office location in Bemidji, MN.**

The Fiscal Director serves as the chief financial officer for the Agency, providing financial planning and advice on accounting practices to the Executive Director and/or the Board of Directors. Interprets complex fiscal rules and reporting requirements, establishes sound cost allocation methods and formulas for multiple programs. Determines appropriate use of funds, assesses fiscal impact of program changes and recommends methods to maximize resources and invest funds. Performs duties personally or through subordinate staff to provide for the accurate and timely reporting necessary to secure funding and provide data necessary for sound Agency decision making.

Will contribute to the BI-CAP mission, vision and values through the following activities and responsibilities: The Fiscal Director is responsible for the establishment, implementation and efficient operation of all accounting and financial systems for an approximate \$7 million non-profit agency. Responsible for advanced troubleshooting and analysis, establishing functional policies and making tactical decisions within overall strategic direction. Directly supervises Fiscal staff.

This is a full time, salaried position with competitive wage and a generous benefit package options. Benefit package includes medical, dental, life insurance, retirement with employer contribution of 5% after one year, PTO, 11 paid holidays per year, bereavement leave and work mileage reimbursement.

**REQUIREMENTS:** A Bachelor of Science Degree in Accounting is required and a CPA qualification is preferred. Education and work experience should have provided extensive knowledge of fund accounting, cost allocation, indirect cost rate, contracting for services, and reporting for multiple programs being operated under diverse and complex rules and regulations. Proven supervisory experience working with staff involved in diverse and varied areas of accounting is necessary. Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity. Applicants must meet DHS & MN Rule 3 licensing requirements.

**TO APPLY:** All applicants required to complete an agency application to be considered. Job Description and Application are available at: [www.bicap.org](http://www.bicap.org) or in person at: 6603 Bemidji Ave. N, Bemidji, MN 56601. Send completed application to: BI-CAP, 6603 Bemidji Avenue N, Bemidji, MN 56601 or scan to: [jessica.wade@bicap.org](mailto:jessica.wade@bicap.org)

For more information, please contact Jessica Wade at: [jessica.wade@bicap.org](mailto:jessica.wade@bicap.org).

**Application Deadline: Open Until Filled**

EOE

**Helping People. Changing Lives. Building Community.**

*Serving Beltrami and Cass Counties*

Beltrami County: 6603 Bemidji Ave. N. Bemidji, MN 56601/P.O. Box 579, Bemidji, MN 56619 Phone: 1-800-332-7161  
Cass County: 8245 Industrial Pk. Rd. NW/P.O. Box 995, Walker, MN 56484 Phone: 1-800-332-7135

