



SHARED SERVICES AGENCY ORIENTATION

AGENCIES PARTICIPATING IN FINANCE AND HR SHARED SERVICES



FINANCE

OVERVIEW:

The CFSC Shared Services Finance team provides a full array of accounting services to all of the participating agencies. We prepare all payroll and accounts payable payments, including tax deposits, reporting documents and other pertinent tax documents. We work closely with staff and the boards of each agency to prepare monthly finance statements, annual budgets, revenue forecasting, grant reporting, and the list goes on. We also coordinate an audit conducted by CliftonLarsonAllen and help prepare the annual Form 990 IRS filing.

PAYROLL:

The CFSC Shared Services Finance team prepares payroll for all of the Shared Services agencies. The Shared Services HR team coordinates the electronic timekeeping system called TimeForce. Every employee must log into TimeForce and enter time on their electronic time card and then approve it at the end of each pay period. Your supervisor will also approve your timecard. The finance team uses the TimeForce information to process semi-monthly payroll on the 15th and the last day of each month. Everyone has access to the payroll system called iSolved where you can look at your pay stubs, change your address, elect benefits during open enrollment each year, and upload a copy of your W-2. You should get the information about TimeForce and iSolved during your agency new-employee onboarding.

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE/CHECK REQUESTS/REIMBURSEMENTS:

CFSC Shared Services Finance prepares all checks and electronic payments for invoices, check requests, and reimbursements for each agency. Your agency has an internal process for how they get that information to us which includes approvals and coding. If you have not been told how this works within your agency, please ask your supervisor. We also prepare and submit receivable invoices as requested by your agency.

INTERNAL CONTROLS:

CFSC Shared Services Finance establishes and monitors compliance with policies and procedures to assure proper separation of duties and internal controls.

FIXED ASSETS:

CFSC Shared Services Finance maintains fixed asset schedules including recovery of assets, monthly depreciation and disposal of assets.

GENERAL LEDGER:

CFSC Shared Services Finance maintains general ledgers, prepares and records all general journal and payroll entries, posts accounts payable and receivable transactions to general ledgers and records transactions by project or grant as appropriate and as requested by your agency.

ACCOUNT RECONCILIATION:

CFSC Shared Services Finances reconciles all major accounts on a monthly basis to the general ledgers and reconciles minor accounts on a quarterly basis to the general ledgers.

GRANT MANAGEMENT:

CFSC Shared Services Finance provides finance related grant activity document as requested by your agency.

FINANCIAL STATEMENTS:

CFSC Shared Services Finance prepares monthly internal financial statements including comparisons of actual to budget and forecast customized to meet agency needs.

BOARD AND COMMITTEE MEETINGS:

CFSC Shared Services Finance presents internal financial statements to the Finance Committee as requested by your agency. They attend Board of Directors meetings as requested by your agency.

N.C. SALES TAX RETURNS:

CFSC Shared Services Finance prepares semi-annual N.C. Sales Tax Returns.

ANNUAL AUDIT:

CFSC Shared Services Finance coordinates the annual independent audit, including OMB A-122 audits if required. They prepare all schedules and documentation requested by the auditors. They submit data to auditors for completion of the annual IRS Form 990 and review completed forms.

ANNUAL BUDGET:

CFSC Shared Services Finance coordinates the annual budget process and assists with preparation. They assist with monitoring budget compliance.

FORMS 1099:

CFSC Shared Services Finance prepares and submits annual Forms 1099.

RECORD RETENTION:

CFSC Shared Services Finance maintains all financial records in accordance with Service Provider's record retention policies.

HUMAN RESOURCES

OVERVIEW:

CFSC Shared Services Human Resources manages the human resources functions of our Shared Services agencies, including recruitment and retention, performance appraisal, compensation and benefits, worker's compensation claims and employee relations. HR services may be obtained by appointment only.

RECRUITMENT AND RETENTION:

CFSC Shared Services Human Resources conducts job analyses to create job descriptions and identify job competencies. They identify internal and external recruitment sources (employee referrals, online job boards, resume banks) and support agencies with implementing selected recruitment methods. They consult with agencies to evaluate retention strategies and practices, succession planning and exit processes.

PERFORMANCE APPRAISAL:

CFSC Shared Services Human Resources assists in developing and implementing a performance appraisal including; instruments, rankings and ratings scales, relationship to compensation and frequency.

COMPENSATION AND BENEFITS PROGRAM:

CFSC Shared Services Human Resources assists agencies in developing, implementing and administering

a compensation and benefits program for all employee groups that supports agencies' strategic goals, objectives and values.

EMPLOYEE RELATIONS:

CFSC Shared Services Human Resources assists agencies in developing and implementing employee relations programs, including awards, recognition and special events that promote a positive culture. They evaluate effectiveness of employee relations programs using metrics including exit interviews and employee surveys. They assist agencies in establishing workplace policies and procedures (i.e. attendance, computer use) and monitor their application and enforcement to ensure consistency. They assist in the resolution of employee complaints filed with federal, state and local agencies involving employment practices, utilizing professional resources as necessary such as legal counsel, mediation/arbitration specialists and investigators.

JOB POSTINGS:

All internal and external applicants may apply for specific positions through the job posting or via the CFSC website under Careers. All internal applicants are encouraged to apply for open positions in order to be considered. (See Application Policy, section XX).

Internal and external requisitions will be posted online on various job sites, on the CFSC website under Careers and on the TV in the main lobby. Internal postings will be indicated as such and will be posted for 5 days.

APPLICATION POLICY:

Applications for vacancies within The Children and Family Services Center must be submitted via the Children and Family Services Center Careers page at (<http://www.childrenfamily.org/careers>). Applications are not accepted by other means (paper, email, fax, etc.). The Children and Family Services Center Careers page allows you to search our current openings for positions that match your interests and qualifications. You may then apply for the vacancy through the job posting.

The hiring department reviews submitted applications and determines which applicants to contact for interviews. The hiring department will contact applicants directly. We do not accept phone calls, emails or visits.

It is the policy of Children and Family Services Center to consider each applicant for employment on the basis of his/her qualifications for the job in accordance with all applicable laws without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, veteran status, or any other status protected by law.

ACCOMMODATIONS: Applicants who qualify under the Americans with Disabilities Act of 1990 are entitled to reasonable accommodations in Children and Family Services Center application and selection processes. A request for an accommodation will not affect your opportunities for employment with Children and Family Services Center. Arrangements will be made if you have a disability that requires an accommodation for completing an application form, interviewing or any other part of the employment process. Please take the opportunity to inform us of your needs by contacting us below.

Questions relating to the application process, or candidates needing accommodation(s) to apply, should contact Azu Fuller at 704-943-9540.

All Shared Services Agencies are Equal Opportunity Employers