



For a Brighter Future.

**JOB VACANCY**

**POSITION:** Fiscal Manager  
**LOCATION:** Brightpoint, 227 E Washington Blvd. Fort Wayne, IN  
**HOURS:** 7:30 a.m. – 5:30 p.m. Monday – Thursday  
7:30 a.m. – 11:30 a.m. Friday - Additional hours as required  
**STARTING SALARY RANGE:** \$70,720 – 79,040

**JOB DUTIES:**

The Fiscal Manager is responsible for development of policies and procedures and maintaining quality in the daily operations of the fiscal systems. Manage and supervise Fiscal Staff. Maintains quality in, and initiates improvements in, agency financial systems, resolves system problems, fosters improved communication and coordination among staff and with funding sources, and organizes agency activities for efficient results.

**SKILLS AND QUALIFICATIONS:**

1. Bachelor’s degree or higher in Accounting or Finance, experience in affordable housing preferred
2. At least five years of accounting experience. Multi-funded non-profit accounting preferred.
3. At least two years of supervisory experience
4. Ability to adjust quickly to changing rules and guidelines.
5. Ability to act and operate independently to accomplish objectives
6. Proficient in MS Office Applications
7. When driving for Brightpoint, the employee must have a valid Indiana driver’s license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance

**DATES FOR INTERNAL POSTING:** FROM 9/27/2021 TO 10/04/2021  
**TENTATIVE DATES FOR EXTERNAL POSTING:** FROM 9/27/2021 TO 10/04/2021  
**APPROXIMATE DATE FOR POSITION TO BEGIN:** immediate

**FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213  
APPLICATIONS ACCEPTED – 227 E. WASHINGTON BLVD, FORT WAYNE, IN  
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY  
OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org).**

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.