



Job Description

Job Title	Director of Finance	Department	Administration
FLSA Status	Salaried Exempt	Reports to	Executive Director
Classification	70-80% of Full-time (Regular Part-time)	Revision Date	03/03/2017

Summary: The Director of Finance ensures organizational effectiveness by providing leadership for the organization's financial and business functions, serving as a strategic, hands-on and participative leader to support the following areas: finance, business planning and budgeting. The Director of Finance coordinates these functions with other facets of the organization, including the development of fiscal policies and efficient work procedures and processes. The Director also provides strategic analysis and advice to the Executive Director and the Board of Directors, and ensures ample security for materials, assets and information. This position manages audits, directs the annual budget process, ensures compliance with applicable contract and regulatory reporting requirements, manages fiscal transactions, tracks and manages cash flow, ensures the timely completion of financial reporting, analyzes and interprets statistical and accounting information, and forecasts fiscal position to management and Board of Directors Finance Committee.

Supervises: Staff Accountant

Qualifications:

- Bachelor's degree in Accounting or Business Administration (MBA or CPA Preferred), plus, a minimum of seven years of professional level experience performing varied and responsible accounting or business management involving the use of electronic data processing systems required.
- A minimum of five years of experience in the non-profit sector including working with a Board of Directors. Non-profit management and leadership experience required.
- A minimum of three years of experience supervising accounting and administrative staff required.
- Thorough knowledge of generally accepted accounting principles (GAAP) and practices as well as budgeting, purchasing, and electronic data processing applications required.
- Excellent oral and written communication skills, organizational skills, and problem solving abilities required. Ability to learn and apply complex governmental guidelines relating to accounting, personnel, purchasing, and management information reporting systems required.
- Demonstrated knowledge of fiscal analysis, procedures, coordination and management required.
- Extensive working knowledge of and experience with Microsoft Excel required.
- A track record in grants management compliance and reporting is preferred.
- Experience managing a variety of funding sources preferred.
- Experience selecting and overseeing software installations and managing relationships with software vendors.
- Familiarity with a networked computer system preferred.

Competencies:

- **Leadership:** Promotes organization mission and goals, and shows the way to achieve them.
- **Organizational and Political Savvy:** Uses knowledge of the organization and political climate to solve problems and accomplish goals.
- **Strategic Vision:** Capable of seeing the big, long-range picture.
- **Analysis and Reasoning:** Examines data to grasp issues, draw conclusions, and solve problems.
- **Policies, Laws, Rules and Regulations:** Holds self and others accountable to policies, laws, rules, and requirements, and initiates enforcement actions in a way that is perceived as fair, objective, and reasonable.
- **Fiscal Accountability:** Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions
- **Organizational Alignment:** Aligns the direction, services, and performance of a program or operation to the rest of the organization.
- **Planning, Organizing, and Delegating:** Coordinates ideas, resources and staff to achieve goals and results.
- **Influencing Others:** Gets others excited about and committed to furthering the organization's objectives.

Duties and Responsibilities:

Strategy

- Partners with the Executive Director on operational and strategic issues, provides recommendations based on financial analysis and projections, cost identification and allocation, and variance analysis.
- Participates in the ongoing strategic planning process as an integral member of the staff Executive Team.
- Oversees long-term budgetary planning and cost management in alignment with the organization's strategic plan.
- Oversees the continual improvement of accounting and administrative operational systems, processes and policies in support of organization's mission.
- Plays a significant role in long-term planning, leading initiatives geared toward operational excellence.
- Collaborates with the Director of Strategic Partnerships to align financial management with fundraising goals.
- Engages the Board Finance Committee around issues, trends, and changes affecting the operating model and operational delivery.

Financial and Operations Management

- Oversees overall financial management, planning, systems and controls for the organization.
- Oversees the general accounting function which includes maintenance of the general ledger, accounts payable, accounts receivable, cash management, financial report preparation, balance sheet management, federal and state tax reporting requirements, insurance reports, and other required functions.
- Ensures that the organization's financial records and reports are maintained and filed in compliance with organizational policies, directives of government granting agencies, funders, donors, and GAAP.
- In collaboration with the Executive Director, develops agency multi-year budgets, monitors revenue and expenses to insure compliance; monitors financial performance of the organization and regularly participates in fiscal planning meetings.
- Partners with departments to build rolling financial forecasts to inform ongoing fiscal planning.
- Ensures organization of fiscal documents and corporate records; monitors contract compliance, ensures timely reporting and billing; ensures maintenance of all financial, contract, grant, and payroll files.
- Reviews accounting, payroll and monthly/quarterly account reconciliation activities and filings to ensure compliance and a standard level of internal controls and audit procedures and techniques are applied.
- Ensures adequate fiscal processing and systems to prepare required reports; ensures regular updates to accounting software and systems are completed.
- Manages and coordinates the annual financial audit, Worker's Compensation audit, insurance audit and financial audits by grantors.
- Ensures departmental policies and procedures are in place and updated regularly to provide reasonable assurance that the organization's assets are protected; develops work procedures or processes to provide the necessary asset controls.
- Monitors risk management policies and procedures and provides recommendations for appropriate insurance coverage to the Executive Team and the Board of Directors.
- Oversees the management of all leases, contracts and other financial commitments.
- Oversees long- and short-term debt retirement.
- Serves as a lead contact for organization's relationships with insurance providers, bankers, external auditor, and compliance vendors.

Supervisory Responsibilities

- Hires, trains, develops, directs and evaluates assigned staff ensuring appropriate orientation, training and performance.
- Motivates staff to achieve goals through individual and team supervision, coaching, goal setting, training and staff development, among other strategies; remains accountable for positive client service and accurate record keeping.

Other Duties:

- Attends Executive Team, Strategic Momentum Team, and Staff meetings. Attends other internal work group meetings as assigned.
- Serves as staff liaison to the Finance Committee; Attends meetings of the Board of Directors as required.
- Provides cross-departmental and/or cross-functional support and services as needed or requested to ensure organizational needs are met; participates in related cross-training to ensure consistency and continuity of services and tasks.
- Performs other duties as assigned.

Work Environment and Physical Demands

- Work is primarily performed in an office setting and routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and filing cabinets.
- Occasionally requires the ability to sit or stand for extended periods of time, and to move about and position self efficiently
- Requires the ability to adjust vision and focus to review documents and spreadsheets.
- Occasionally requires the ability to move or transport supplies or equipment weighing up to 20 pounds unassisted, while ascending or descending stairs.

Other Requirements:

- Completion of DAIS New Advocate training program.
- Satisfactory Criminal History Background Check.
- Must possess a valid driver's license and proof of vehicle insurance, and have access to a car during work hours.
- Must obtain or maintain account with a financial institution for direct deposit of paychecks.

Acknowledgement:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The employee's signature below constitutes the employee's understandings of the requirements, functions, and duties of the position.

Employee Name (please print): _____

Employee Signature: _____ Date: _____