

# **Job Posting**

**April 20, 2018**

**Position:** Director of Finance

**Starting Pay:** negotiable based on experience

**Hours:** Full-Time, Exempt, 37.5 hours/week

**Start Date:** May 7, 2018

If interested, please notify Kelly Varner, Director of Human Resources.

## **Job Description**

### **Director of Finance**

**Program Area: Management**

**Exempt Status**

**Supervisor: Executive Director**

Working alongside a business' Executive Director and the Directors of each Affiliate, the Finance Director will be an exceptional accountant with Organization finances. The Finance Director will have excellent communication skills with all Directors to help them plan and manage their own budgets. The Finance Director is expected to analyze figures and make recommendations to Directors based on findings and implement findings with approval of Directors, and final approval of the Executive Director and respective Board of Directors. The Finance Director will play a critical role in partnering with the senior leadership team in strategic decision making and operations as the Organization continues to enhance and expand its quality programming and build capacity.

### **Essential Skills**

- A Bachelor Degree in Accounting or related field and two-years of experience in a Nonprofit business environment preferred. An Associate Degree in Accounting or related field will be considered with 5 years of accounting experience. Experience desired includes:
  - Experience with audit, legal compliance, and budget development.
  - Experience with State and Federal grant requirements.
  - Experience effectively communicating key data, including presentations to senior management, or the Board.
- Exceptional verbal and written communications skills.
- Ability to operate at both strategic and operational levels.
- Ability to handle high levels of pressure and critical decision-making.
- High integrity and openness combined with commitment to good governance.
- Passion for excellence and innovation in pursuit of Organizations growth and success.
- Predisposition to mentor and subsequently increase responsibilities as team develops.
- Excellent information and technology skills.

### **Essential Duties**

- Assists in performing all tasks necessary to achieve the organization's mission and develops long-term budgets based on historical data to plan for the expansion of the Organization.

- Works with the Executive Director and Affiliate Directors to develop and submit budgets for grant applications.
- Maintains or supervises the maintenance of general ledger accounting records including: financial statements (revenue and expenses), trial balance sheet, depreciation, assets and liabilities, accounts receivable/payable.
- Maintains full accounting records to show factors which determine cost centers, unit costs, cost billing, and cost sharing.
- Is responsible for initial provider invoices verification and final check after data entry.
- Advises the Executive Director and the Board of Directors when a change in fiscal policy is needed.
- Works with the Human Resources Director to comply with Unemployment Compensation rules, issues, and claims as needed.
- Responsible for all aspects of payroll, including time sheet collection, data entry, changes to records, generation of payroll checks, all payroll taxes and benefit deductions, and generating reports as requested or required. Work closely with the Human Resource Director to ensure payroll accuracy.
- Monitors and manages all service provision contracts.
- Oversee all audit and internal control operations.
- Oversees preparation and submission of reports/billing to all funding agencies.
- Responsible for inventory management including annual inventory list of all equipment for all Organizations facilities and properly tagging fixed assets. Also responsible for supervising the management and purchase of consumable office supplies.
- Set targets for and supervises all accounting and finance personnel, as well as plans for succession.
- Set up and oversees the company's finance IT system.
- Prepare timely and detailed reports on financial performance on monthly basis.
- Ensure adherence to financial laws and guidelines, and maintains official records and documents.
- Participates as a leader in Organization fundraising strategies.
- Maintain a working knowledge of significant developments and trends in the field.
- Annually plans for and attends training/development opportunities specific to financial management.
- Is a back up to I/T support.
- Performs additional duties as required.