



Job Title: Finance Director (Full-time, Exempt)

Program: Business Office

Reports to: Executive Director

Hiring Range: \$50,000 - \$65,000

Job Summary:

Responsible for managing all aspects of the Finance Department and business office, including oversight of finance and human resources.

Duties and Responsibilities:

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; bank accounts reconciliation, collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the Board of Directors, assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Grant management and vouchering for Federal, State, County and Local grants, as well as all fiscal responsibilities related to contract management.
- Oversee and supervise business office staff.
- Ensure that sound financial processes are in place and followed including review and sign off on all cash, investment and credit card reconciliations prior to monthly financial reporting, review trial balance for accuracy and completeness and record adjusting/closing journal entries prior to monthly financial reporting.
- Oversee all HR functions to ensure that payroll, benefits and all other ancillary human resource activities are accurate, timely and adhere to all legal and labor department regulations.
- Function as part of the senior management team to assist in carrying out strategic priorities as directed by the Board of Directors.
- Oversee all aspects of Medicaid billing.
- Other duties as required by the Executive Director.

Skills Required:

- Strong knowledge of GAAP, FASB, non-profit accounting methods, procedures and practices.
- Ability to work with a diverse group of people in a professional manner and function as part of a team
- Ability to multi-task and provide professional supervision.
- Ability to think “outside the box” and problem solve issues to resolution.
- Ability to be self-starter and critical thinker that requires limited supervision.
- Strong work ethic.
- Strong computer skills with background in Fund EZ financial system and ability to perform office tasks with Windows platform; to include Word, Excel, PowerPoint and Outlook.
- Ability to be flexible with working early or late as needed.
- Effective supervision and leadership skills.

Qualifications:

- Bachelor’s degree in accounting from an accredited college or university with three years experience in non-profit financial management and at least one year of supervisory experience within the human services field.
- CPA and/or Master’s degree in accounting preferred.
- Excellent organizational and interpersonal skills, flexibility and initiative.

Employer Disclaimer:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

Employee Signature: _____ **Date:** _____

Direct Supervisor Signature: _____ **Date:** _____

Updated 4/2019