# Job Description

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| Position Title | Department | Reports to |
| Director of Finance | Admin | Chief Executive Officer |
| Employment Status | FLSA Status | Effective Date |
| [ ]  Temporary [x]  Full-Time [ ]  Part-Time | [ ]  Non-Exempt [x]  Exempt | July 1, 2021 |

## Position Summary

The Director of Finance is responsible for the finance operations, including functional responsibility over accounting, payroll and grants administration.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

* Inputting financial data (income and expenses) into the accounting software
* Develop and maintain accounting practices and procedures to ensure accurate and timely financial statements in accordance with regulatory requirements by donors and government grants
* Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
* Work alongside government project managers to provide invoices and supportive documentation to guarantee complete invoice packets. This includes employee timesheets and transaction reports.
* Manage organizational cash flow forecasting by working in partnership with the CEO, continuously collaborate with CEO to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations
* Coordinate all audit activity and support all tax and financial compliance requirements
* Assist leadership in the budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate
* Manage the annual accounting calendar to include payment processing for ongoing payments including insurance, workers comp, etc.
* Prepare monthly and year-end financial reports and submit to Finance Committee
* Submit and generate payroll reports
* Create and complete employee files and update as needed
* Serve on organization and community committees as requested
* Perform other duties as assigned

## Minimum Qualifications (Knowledge, Skills, and Abilities)

* Bachelor’s degree in finance or accounting or related field preferred
* Experience in nonprofit accounting and finance experience required
* Experience overseeing substantial diversified budgets with multiple funding streams including federal and local grants.
* Experience in gathering, evaluating, presenting and reporting financial information
* Analytical and creative thinker
* Excellent oral/written communication skills, including well-developed presentation skills
* Proficient in QuickBooks, Microsoft Office, specifically Excel, Word, and PowerPoint

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

### Reviewed with employee by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Received and accepted by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.