

Director of Finance Job Description

Exempt: Yes

Department: Admin

Reports To: CEO

Location: FBCO Main Office

GENERAL DESCRIPTION OF POSITION

Provide the CEO, Board of Trustees, Operations Director, Development Director, and management team with meaningful financial information and advice, and maintain the financial records of the organization in accordance with GAAP.

Responsible for preparing accurate and complete financial records and statements of the agency, including cash management, fixed assets, budget preparation, financial analysis, and other financial areas. Responsible for anticipating financial problems, safeguarding and managing financial assets. Must comply with all federal, state, and local laws, and assure compliance with all funding contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Complete monthly financial reports, balance sheets, income statements, budget variance reports, manager's reports, etc. Check data for accuracy and completeness.
2. Monitor cash flow and ensures integrity of financial information.
3. Oversees accounts payable and accounts receivable.
4. Oversees the submission of payroll information to third-party service provider.
5. Responsible for the invoicing of all funding sources on a timely basis.
6. Interface with the fundraising operations to ensure donor information is timely and accurate.
7. Supervise accounting and financial support staff.
8. Works with the CEO and agency management staff to develop agency budgets.
9. Responsible for interfacing with the independent auditors in their completion of the annual year-end audit and preparation of the Form 990.
10. Recommend to the CEO, policies and procedures relating to the financial and business practices of the agency.
11. Monitor the financial operations of the organization in compliance with approved budgets, advising the CEO of variances.
12. Serve on various agency committees. Attend Board meetings to assist the CEO in explaining financial activities of the organization.

13. Continually strives to improve quality of agency's processes and work product.
14. Other duties as assigned by the CEO.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor of Science degree in Accounting or Business. C.P.A. is preferred.

Five plus years in the area of accounting required, not-for-profit preferred. Three years of management experience required.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Yes

SUPERVISORY RESPONSIBILITIES

May directly supervise, subordinate supervisor(s) who supervise(s) employee(s). Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions at the executive level as well as with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Proficient in U.S. GAAP compliant accounting practices

CRITICAL THINKING SKILLS

Ability understand and apply common sense in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known or unknown variables in situations of a routine and unique nature.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor. Direction may come from the CEO or the Treasurer of the Board of Directors.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor and major importance, either of which would affect the work operations, organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring frequent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors should be detected before they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a great extent.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in upper and middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

CPA preferred.

SOFTWARE SKILLS REQUIRED

Advanced: Accounting software packages (Sage Intacct preferred but not required) and Microsoft Excel.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *continuously* required to talk or hear; *regularly* required to sit; *frequently* required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms; and

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.