



Position Description: Finance Director

Classification: Exempt
Reports to: Executive Director

Type: Full Time
Date: November 2022

Summary/Objective

This position is responsible for overseeing the financial operations to ensure the organization maintains strong financial standing, is independent, stable, and responds to changing market conditions.

This position will update and maintain a computerized accounting and cost allocation system and oversee all organizational financial, accounting, and payroll processes. This individual will also develop budget and policy recommendations and provide fiduciary oversight and accountability.

Position Requirements

Management

- Oversee Bookkeeper and activities (invoicing, deposits, collections).
- Oversee accounts payable activities (credit card payment, processing, reconciliations, and terms).
- Manage outsourced projects.
- Drive continuous improvement by seeking efficiencies in financial services, investments, and manual processes.

Reporting & Analysis

- Prepare monthly/quarterly/annual financial statements, and present to the Executive Director/Board of Directors.
- Report on variances to established budgets.
- Monitor financial reports to determine ways to mitigate risks and maintain/or reduce costs.
- Develop, maintain and report on established goals.
- Analyze and report on the financial impact of current and potential programs.
- Analyze Capital purchases.
- Analyze the system of internal controls over accounting and reporting transactions (best practices).

Forward-Looking

- Provide recommendations on company financial and investment decisions.
- Analyze organization data and market trends to make financial predictions and maximize financial health.
- High-level planning and forecasting to ensure adequate financial resources are in place to support growth.

Legal, Tax & Compliance

- Responsible for all maintenance of the general ledger, including preparation of financial statements for annual tax return and audit, developing systems for fiscal management, recording revenues, and fixed assets and depreciation expense.
- Ensure all investment and financial activities are compliant with industry laws.
- Maintain Chart of Accounts, accounting system, and process documentation.
- Maintain personal property, machines, and equipment, and building improvement values with depreciation schedules for CPA and county tax assessment offices.

People & Culture Support

- Oversee payroll processing and reporting.
- Provide support and input related to People & Culture policies and practices with finance cross-functionality.

Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Supervisory Responsibility

- Bookkeeper



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Work Environment

While performing the duties of this job, the employee regularly works in an office setting.

Travel

- This position typically may require domestic travel.

Required Education and Experience

- Bachelor's degree in Accounting, Business, or equivalent.
- Three years managing and mentoring a Finance Team.
- Seven years of experience in Accounting, Business, or equivalent.
- A combination of years of experience and education may be taken into consideration.
- Demonstrated strategic planning & execution experience at a management level
- Strong comprehension of Accounting Principals.
- Strong communication and presentation skills.
- Experience in managing budgets and forecasting.
- Experience in providing data analysis and producing reports.
- High-level proficiency in relevant accounting software.
- Knowledge of state and federal laws related to payroll, finance, and accounting in nonprofits.
- Excellent knowledge of Generally Accepted Accounting Principles (GAAP).

Preferred Education and Experience

- Five years experience in strategic financial planning and delivery at a management level.
- Nonprofit Leadership Role
- CPA certification.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of the employee's activities, duties, or responsibilities to do this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes an understanding of the position's requirements, responsibilities, and expectations.

Accepted by: _____ Date _____