

**JOB DESCRIPTION**  
**Director of Finance**



<b>REPORTS TO:</b> Executive Director	<b>STARTING SALARY:</b> \$80,000/yr.	<b>REVIEWED/ REVISED:</b> March 2022	<b>STATUS:</b> Exempt
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**POSITION SUMMARY:**

The Director of Finance has overall responsibility for the financial and administrative functions of the organization, including assisting the Executive Director in developing and implementing program policy and directives, establishing procedures to safeguard program assets, and providing timely and reliable financial information. The Director of Finance is responsible for preparing financial statements, maintaining financial reporting, and fiscal analysis. This position is also responsible for the operations of grant award administration and related accounting duties. Working closely with the Executive Director, external CFO, and the Board’s Finance Committee, the Director of Finance will focus heavily on budgeting, compliance, reporting, and variance analysis functions with specific grants and entity wide. This position is established to work in close collaboration with other departments and agencies to accurately account for project costs, thoroughly analyze variances to the budget, and clearly communicate these results to the appropriate management.

**Essential Functions:**

1. Prepare annual program budgets for presentation to Board of Directors for approval.
2. Prepare monthly, quarterly and annual financial statements and reports for the Executive Director and the Board of Directors, as well as any other internal or external financial documents required for the management of the program.
3. Develop and implement systems and procedures for the financial management of the program, in compliance with all federal, state and agency requirements and generally accepted governmental accounting principles.
4. Monitor the financial performance against applicable budgets and recommends any necessary corrective action.
5. Maintain General Ledger chart of accounts.
6. Review all program insurance requirements on a periodic basis and recommends any necessary changes.
7. Perform grant award-related functions, including budget and expense analysis, monthly and quarterly payables, financial reporting, reconciliations, re-budgeting, etc.
8. Serve as financial point of contact for funded providers.
9. Review monthly accounts receivable and accounts payable invoices and provide account codes, when appropriate, for proper grant accounting.
10. Produce budget and expense analysis reports.
11. Review and approve monthly and quarterly invoices for grantee reimbursement.
12. Monitor grantee agencies for financial compliance.
13. Work with Executive Director on budgets and budget revisions for the organization.
14. Manage A/P and A/R to ensure compliance.
15. Provide all required information and follow-up actions for annual audit conducted by outside CPA Firm.

16. Review and approve payroll change reports prior to submission to third party payroll servicer. Review and approve payroll transactions.
17. Review property accounting system.
18. Coordinate the monthly review and reconciliation of cash accounts. Prepare monthly bank reconciliations and cash flow analysis.
19. Oversee procurement activity of the agency, assuring that all ethical standards are met.
20. Serve as the agency's financial point of contact, including supporting required audits.
21. Identify and recommend cost savings initiatives for program activities and the organization.
22. Other related duties as assigned.

**Education/Experience Requirements:**

1. Bachelor's Degree or higher in Accounting or related Finance Degree and/or extensive related field experience; Master's Degree preferred.
2. CPA and/or related license preferred.
3. At least five (5) years of relevant, progressively responsible experience in the non-profit sector with experience in budgeting, forecasting and financial reporting is required.
4. Ability to communicate financial information effectively to non-financial managers.
5. Ability to analyze, evaluate and summarize financial records for accuracy and conformance to procedures, rules and regulations.
6. Knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and advanced accounting knowledge.
7. Strong analytical, presentation, communication, and problem solving skills.
8. Knowledge of grant and governmental accounting.
9. Capable of managing numerous simultaneous projects.
10. Knowledge and demonstrated experience with QuickBooks and advanced skills using Microsoft Excel.
11. Good organizational, verbal and written communication skills.

**Basic Standards of Performance:**

1. Satisfactory attendance and punctuality.
2. Compliance with all agency policies and procedures.
3. Familiarity with and adherence to the organization's mission.
4. Valid Florida driver's license.

**Special Knowledge and Skills:**

1. Familiarity with QuickBooks Online or similar accounting system.
2. Familiarity with SAMIS case management system.
3. Strong communication skills, both oral and written required.
4. Ability to deal professionally, courteously, and efficiently with people.
5. Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the implementation of plans, procedures, and policies.
6. Customer service orientation.
7. Excellent problem-solving and negotiation abilities.
8. Accuracy and attention to detail.
9. Well-organized, self-motivated and able to prioritize and manage multiple deadlines.
10. Openness to change and flexibility to new situations and experiences.

11. Goal oriented self-starter.
12. Must maintain high level of confidentiality.
13. Must maintain high level of ethical behavior.

**Physical Demands:**

1. Ability to work on various projects with different priorities.
2. Ability to work overtime when required.
3. Ability to lift and/or carry office supplies, equipment, files, etc. up to 25 lbs. when required.