



## **FINANCE DIRECTOR**

### **POSITION SUMMARY:**

The Finance Director is responsible for all financial operations including, preparation of financial statements, journal entries, annual and subsequent revisions of the budget, accounts receivable, accounts payable, contracting, billing, payroll and benefits administration. The position prepares reports, performs reconciliations of pertinent GL accounts and sub-ledger accounts, as well as tracking activity within each fund and their projects. The director will also be involved in daily accounting functions such as journal entries, annual and subsequent revisions of the budget, accounts receivable, accounts payable, contracting, billing, payroll and benefits administration as well as providing support for the Organization's annual audit. This is an exempt position. Unusual hours may be required from time-to-time.

### **REPORTING RELATIONSHIPS:**

The Director of Finance reports to the Executive Director and may receive input from department directors and managers in the form of requests and subjects of focus.

The Director of Finance supervises Human Resources/Payroll and Accounting staff.

### **QUALIFICATIONS:**

- Government or non-profit accounting experience.
- 5 – 7 years related finance experience.
- Degree in Accounting or Finance from an accredited institution.

### **SKILLS AND ABILITIES:**

- Knowledge of GAAP
- Knowledge of fund accounting
- Computer proficient (word processing, spreadsheet, database, e-mail).
- Proficient in Financial Edge software.
- Knowledge of grants, including development of an accurate financial component and monitoring and tracking the allocations received by the agency.
- Ability to plan, organize and prioritize.
- Ability to work in a team environment.
- Ability to speak, read, write legibly, follow verbal or written instructions.
- Must be able to manage time and determine priorities.
- Demonstrated managerial and leadership skills.
- Ability to collect, maintain and analyze data.
- Knowledge of state and federal regulations.
- Knowledge of best practices related to finance in a non-profit agency.
- Ability to mentor and lead change.

### **ESSENTIAL FUNCTIONS:**

- Oversees monthly close process and report generation for grants and projects.
- Oversee reconciliation of all Statement of Financial Position accounts and pertinent Revenue accounts.
- Reconciliation of Revenue within accounting software and donor database and cash accounts.
- Tracking of Deferred Revenue and performing proper journal entries when revenue has been earned.
- Prepare journal entries for monthly Administrative Allocations and other related functions.

- Oversee payroll and related accounts imported and reconciled within accounting software.
- Assists with annual Operating Budget.
- Track and adjust depreciation of organizations assets (including real estate) across proper funds and subsidiaries.
- Assists with annual Single Audit and other government related monitoring.
- Provide support to Directors and their departments by way of management reports and review of processes.
- Responsible for reviewing and adhering to requirements of grant awards.
- Leads the Finance Department and supervises staff assigned to Finance.
- Responsible for reviewing and adhering to requirements of grant awards.
- Participates in activities that ensure the competency of staff including coaching, mentoring, and timely completion of performance evaluations.
- Ensures work is performed in accordance with standards, organizational standards, federal and state regulations.
- Assists in formulating and administering approved general accounting practices for the organization; analyzes and interprets data; prepares reports with statistical analysis.
- Coordinates the overall financial management of the agency including budget preparation and monitoring, routine financial reporting, record keeping, payroll, accounts payable, accounts receivable, financial planning and financial controls.
- Prepares monthly financial statements including variance reporting, statistical analysis and trend reporting.
- Regularly reports to the management team and the Board.
- Develops and implements policies, procedures and processes to assure an appropriate level of financial control and compliance with applicable laws, regulations and standards.
- Coordinates activities involving auditors, investment counselors, representatives of banks and other financial institutions.
- Represents the agency in the community.
- Maintains a positive relationship with community partners and acts as a liaison between the agency and other agencies.
- Works as a team player at all levels of the organization.
- Maintains confidentiality.
- Exhibits a high degree of diplomacy in dealing with others.
- Excellent interpersonal and customer services skills.
- Attends meetings and participates on committees as requested.
- Maintains competency in all position responsibilities.
- Performs audits of work on a regular basis, initiates and implements corrective actions that result.
- Participates in activities that ensure the competency of the staff.
- Assumes additional responsibilities as needed, with little or no supervision.
- Provides support to other positions as needed.
- Other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position.

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Position Name: Finance Director

Department: Administration

Supervisor: Executive Director

Revision Date:

FTE: .8-1.0       Exempt     Non-Exempt

Position #:

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.  
Please include the position name and position number  
in the subject line of your email and in your cover letter.

For open positions, check our website at [www.community-works.org](http://www.community-works.org)

Community Works is an Equal Opportunity Employer