

Finance Director

Finance Director

Department	Administrative	FLSA Status	Exempt
Reports To	Chief Administrative Officer	Hours:	M-F 8-5 40 hours per week
Grade			Date Approved

Position Summary

**BASIC PURPOSE:**

The Director of Finance supervises the finance and operations unit. Directly assists on all strategic and tactical matters as they relate to budget management, cost benefit analysis, and forecasting.

Working Conditions

The physical demands 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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to drive and transport clients.

**Essential Functions**

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Job Function

- Ensures accuracy and timeliness of payables and receivables
- Ensures accuracy of monthly cost allocations
- Provides monthly financial reports to all Program Directors for their areas and related grants
- Responsible for agency purchase requisition system
- Performs fiscal activities of various grant awards
- Reviews all expenses coded to restricted projects
- Ensures direct expenses tagged to projects are allowable, reasonable, and consistently applied
- Works with team to implement cash forecasting system. Holds responsibility for generating historical grants/contracts payment analyses. Develops and manages fluctuation analysis
- Ensures agency bank accounts are reconciled monthly
- Assists with budgets for grant requests
- Provides monthly financial reports to the Board of Directors
- Works with outside auditor for annual audit
- Manages relationships with and point of contact for Auditor, contracted QB Pro, and contracted accounting assistant

**Invoicing**

- Conducts monthly invoicing for funding reimbursement
- Conducts desk audits of financial transactions to ensure compliance with applicable federal and state requirements facilitating quarterly modification requests related to open grant awards

**Compliance**

- Responsible for the compliance and monitoring of grant awards from government funding sources
- Serves as a liaison to federal, state agencies and private foundations for ensuring compliance with grant requirements
- Conducts analysis of data to prepare financial status reports. Prepares and submits financial reports.
- Assists in the coordination of the inter-departmental agencies to achieve grant program goals and objectives

**Other Related**

- Manages agency insurance package policies
- Attends conferences, trainings, and seminars are related to duties and/or required by funding contracts
- Performs related duties as required

Education	Experience	License & Certification	Testing	Other
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<b>Required:</b> Master's Degree from an accredited college or university with major coursework in Business, Finance, or a related field	<b>Required:</b> Six (6) years' job related and progressive management experience in grants administration, budgeting and project management.	Current Valid Driver's License		
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Special Notes

**Basic Qualifications**

- Outstanding technical and interpersonal skills
- Fluency in fund accounting and internal controls
- Governmental grant accounting experience
- Ability to write and enforce policies and procedures
- Demonstrated ability to execute detailed project plans based on conceptual, strategic goals
- Ability to meet and exceed quantitative performance metrics
- Oral and written communication skills in English/Spanish preferred.
- Accomplishment of assigned tasks
- Ability to maintain all records and other documentation pertinent to the position in a timely and accurate manner
- Ability to build and maintain effective relationships with staff, employers, agency representatives, and other service providers
- Ability to work independently, be flexible and dependable, and demonstrate initiative and creativity
- Ability to manage the program assuring compliance with all necessary standards, rules and regulations.

**Additional Expectations**

- seek continuous development and improvement of oneself and the program
- clearly communicate with all staff
- cooperate with other staff and volunteers
- be professional, responsible, prompt, and client-driven
- maintain a positive attitude and be a positive role model
- be familiar with and follow all agency policies and procedures
- dress professionally (business casual)
- treat staff, volunteers and clients with respect;
- attend and participate in all required staff meetings, functions and training opportunities;

My signature indicates that I have reviewed and accept my job description, and acknowledge that it is a guideline of my function and responsibilities as well as perform any other duties as assigned by my Supervisor.

Employee Signature		Supervisor Signature	
Date		Date	