

POSITION DESCRIPTION FOR DIRECTOR OF FINANCE			
Job Title:	Director of Finance	FLSA Classification:	Salary / Exempt
Department / Group:	Finance	Position Type:	Full-Time
Reporting Relationship:	Executive Director	Travel Required:	Up to 10% (locally)
Job Description			
<p>POSITION SUMMARY:</p> <p>The Director of Finance is responsible for the day to day financial functioning of the Center. In addition, the Director of Finance is chiefly responsible for strategy development, forecasting and modeling, best practice implementation, and management of external relationships (banks, creditors, etc.) as it pertains to the finances of The Center.</p> <p>The Director of Finance must keep accurate and detailed records of all transactions that involve money coming into the Center or being paid out. Reporting to the Executive Director, the Director of Finance prepares routine financial reports and brings them to the Executive Director for approval and discussion, for the Executive Director to be completely aware of all transactions. The Director of Finance must manage the Center’s money and always look for ways in which the money received is used to the best advantage of The Center. In addition, the Director of Finance works with The Center’s Development Managers and supports and assists them with some of their documentation, correspondence and record keeping. The Director of Finance is expected to be proactive in providing organization, production, and maintenance of all financial transactions.</p> <p>The Director of Finance consults with the Executive Director and Board Leadership, especially the Board Treasurer, to strategize around presenting The Center’s most complete and accurate financial reports on a monthly basis while maintaining daily watch of The Center’s annual budget. After consultation, the Director of Finance is expected to execute those plans in a consistent and measurable way. The Director of Finance’s day-to-day management and coordination is essential for the stability of The Center’s operations. The Director of Finance is expected to work in collaboration and coordination with other department managers and staff in achieving this level of operational effectiveness.</p> <p>The Director of Finance works with the Executive Director and members of the Governing Board on a limited basis. At times the Director of Finance may be called to assist any member of our community as it pertains to finance of The Center. The position requires sound financial judgment, a collaborative work ethic, disciplined organizational skills and excellent written and spoken communication.</p> <p>ROLE AND RESPONSIBILITIES:</p> <p>FINANCE:</p> <ul style="list-style-type: none"> ○ Maintain accurate records in Quickbooks and enter accounts payable and prepare checks for signature. ○ Maintain accurate records in Quickbooks and enter accounts receivable and prepare cash receipts journal. ○ Maintain accurate records in Quickbooks of donor transactions and assist with the communication of transaction information to the Development Managers. ○ Receiving, reconciling and depositing all monies at The Center’s Banking facility in as timely a manner as possible while determining where additional funds are needed in various bank accounts so funds are always available where needed. ○ Maintain and prepare payroll, two times a month, keeping current records on all Payroll Liabilities and HR issues. ○ Prepare complete monthly financial statements for board review and oversight. 			

- Responsible for accurate financial accounting of grants and files monthly, quarterly and annual reports with grantors as required.
- Complete general ledger entries.
- Responsible for the monthly general ledger closing.
- Maintain record of fixed assets.
- Maintain accounting of special revenue contract billings (e.g. The BronzeCafé).
- Reconcile bank accounts on a monthly basis.
- Track all program and grant expenses.
- Monitor charges to accounts to ensure no excessive charges are accrued or any bills are unreasonable.
- Communicates cash flow reports to the Executive Director on a regular and consistent basis.
- Assists the Executive Director and Board Treasurer with budgets, forecasts and ad hoc financial analysis projects as requested.
- Manage the timing and processes of the annual independent audit to insure sound results and a timely completion.
- Soundly control the accounting and financial functions of the organization to insure the financial integrity of The Center.
- Assists, at times, with general offices responsibilities, i.e. mail, key, and other safe-keeping and records.

OTHER RESPONSIBILITIES:

- Develops and maintains close working relationships with the other key staff and volunteers at The Center.
- Prepares the annual budgets with the Executive Director.
- Assists the Development Managers to ensure that all members are appropriately thanked in a timely manner for donations received.
- Become and remain proficient at using The Center's donor database system.
- Serve as a member of The Center's senior management team.
- Attend Finance and Audit Committee meetings to both participate and take minutes of the meeting.

EDUCATIONAL BACKGROUND AND WORK EXPERIENCE:

- A Bachelor's degree or equivalent in accounting or related field, CPA designation is a plus.
- Previous work experience in non-profit accounting to be familiar with the different record-keeping requirements for 501c3 organizations.
- Demonstrates ability in accounting and financial management of grants.
- A minimum of 5 years of successful accounting / financial management experience.
- A strong knowledge of GAAP.
- In-depth knowledge of bookkeeping theories and practices.
- A demonstrable track record of financial management. Showing experience in managing people and budgets, the ability to work in a hands-on environment with limited resources, knowledge of computer programs including QuickBooks Premier and QuickBooks Enterprise, as well as other accounting and Microsoft Office applications.

- Detail oriented.
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board and staff members, donors, foundation and civic leaders.
- Proficient administrative skills, including organizational skill and the ability to meet deadlines
- Proven concern for detail, organization, and timely follow-through.
- Excellent presentation skills.
- Ability to handle responsibilities independently, with a minimum of supervision.
- Proven inclination to independently identify problems and implement successful solutions.
- Ability to make decisions independently as well as to execute assignments of administrative detail as delegated.
- Demonstrates an ability to work effectively with men and women of diverse races, ethnicities, ages, and sexual orientation in a multicultural environment and embraces an appreciation in working with all The Center’s populations.
- Available some evenings and weekends as requested.

Reviewed By:	Andre C. Wade, Executive Director	Date:	04/18/2017
Approved By:	Andre C. Wade, Executive Director	Date:	04/18/2017
Last Updated By:	Andre C. Wade, Executive Director	Date/Time:	04/18/2017

The Center is an Equal Opportunity Employer. People of color, people with disabilities, women, lesbian, gay, bisexual, transgender, gender non-conforming and queer candidates are strongly encouraged to apply; we are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.