

JOB DESCRIPTION

Job Title: **Finance Director**
Work Site: **Central Office**
Reports To: **Executive Director**

Job Classification: **15**
Revision Date: **05/2019**
FLSA Status: **Exempt**

Supervises:

Accounting Staff

GENERAL DESCRIPTION:

The Finance Director is responsible for the management of all fiscal operations of the agency to ensure that the agency's assets are properly safeguarded according to funding source and agency policy. Responsible for supervising the acquisition and control of agency equipment and property (expendable and otherwise) and generation and maintenance of all finance related information and reporting for all programs administered by the agency.

SPECIFIC RESPONSIBILITIES:

1. Responsible for overall management of the day-to-day financial operations of the agency including supervision of staff and overseeing the agency's accounting functions, including proper purchasing, payroll, general ledger and journal entries, property management, petty cash, receipt of income from funding sources, and bank deposits and withdrawals.
2. Responsible for developing, implementing and monitoring an effective accounting and internal control system for programs as required by funding sources and ensuring that the books of account for programs are properly maintained.
3. Establishes, reviews and updates written financial policy manual
4. Responsible for selection, orientation, training, evaluation and discipline of assigned staff.
5. Responsible for the preparation of agency financial reports for the Board of Directors and agency management staff; monthly, quarterly and annual reports as required by funding sources; all federal and state reports, including quarterly and annual individual earnings and tax reports; unemployment insurance reports; and wage reports for workmen's compensation insurance.
6. Advise Executive Director and other management staff on needed policies, procedures and fiscal management techniques to improve agency and program financial operations.
7. Responsible for the preparation of monthly invoices to bill programs for such expenses as rent, utilities, copy machines and telephone; preparation of checks and other supporting documents for payment.

8. Responsible for ensuring that the agency is in compliance with all federal and state non-profit tax regulations, applicable unemployment insurance regulations, worker's compensation regulations and record keeping and reporting requirements of funding sources.

9. Oversee the purchasing and acquisition of all supplies, including developing specifications and requesting bids on all major purchases of the agency (vehicles, office machines, major appliances, etc.).

10. Maintain up-to-date and accurate property records including location of all property; ensure that periodic inventory of all property is performed.

11. Supervise maintenance of personnel files.

12. Perform additional duties as assigned by supervisor.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's degree in accounting and three years of management experience.

2. Knowledge of management theory, practices and methods.

3. Knowledge of accounting theory, principles and methods, and ability to establish, supervise and maintain a total agency accounting system.

4. Knowledge of federal and state non-profit tax regulations, applicable unemployment insurance regulations and workmen's compensation regulations.

5. Ability to train and supervise agency staff on accounting methods and regulations

6. Ability to work effectively with management staff and other agency personnel.

7. Knowledge of all laws and funding source regulations applicable to financial, personnel, and property management.

8. Ability to handle agency information in a confidential manner.

I accept the duties and responsibilities as outlined in this position description.

This position **is exempt** from the overtime provisions of the Fair Labor Standards Act.

Signature of Employee: _____

Date: _____