



## **Director of Finance**

Full-time, Salaried

### **Position Summary:**

The Director of Finance provides strategic financial leadership along with oversight and supervision of Finance staff. The Director of Finance is responsible for all accounting functions, financial reporting and analysis, benefits & payroll administration, compliance, risk management and support of Endowment and Finance committees. This position includes an option to work from home on occasion.

### **Accountability:**

The Director of Finance reports directly to the Executive Director.

### **Qualifications:**

- Bachelor's Degree in accounting, finance, or related field or equivalent experience.
- Nonprofit accounting experience, preferably 3 to 5 years.
- Proficient in financial accounting systems and Excel.
- General understanding of investments and endowments.
- Attention to detail and accuracy.
- Excellent written and verbal/oral communication skills.
- Strong interpersonal skills and ability to work effectively with others as part of a team.
- Strong decision-making skills.
- Ability to think critically and strategically.
- Flexibility and ability to handle stress and new or undefined situations.
- Ability to address conflict and problem solve.
- Ability to work with minimal supervision, take initiative, and manage multiple projects
- Strong organizational skills with ability to prioritize projects and tasks.
- Ability to maintain confidentiality concerning volunteers, clients, students, children, staff and agency.
- Computer skills, including Microsoft Office Suite, QuickBooks (or other accounting software) and/or ability to learn new software and systems.

### **Responsibilities:**

#### **Financial Services**

- Implement and maintain internal controls procedures.
- Oversee accounts payable and receivable processes.
- Oversee Program Accounting function, including Accounts Payable, tracking and analysis of grant spending, reporting and compliance and various reconciliations.
- Oversee month-end close including reconciliations and financial reports preparation.
- Review monthly financial reports and reconciliations with Executive Director and Board Treasurer.
- Lead the Finance and Endowment Committees, attend meetings and prepare meeting notes.
- Work with Endowment Investment Committee to monitor and report on fund performance and complete transactions as needed.
- Prepare charts, graphs and interpret financial information for staff, board, and public as needed.
- Prepare grant and fundraising activity budgets and financial reporting.
- Ensure functional system for allocating staff time to appropriate programs and activities.
- Lead the annual audit process.
- Lead an effective annual budget process that aligns with strategic priorities.
- Maintain an accurate depreciation schedule.
- Set up processes for new program initiatives.
- Manage insurance coverages and meet with Executive Director and general liability insurance carrier at least annually for renewals.

### **Benefits and Payroll Services**

- Oversee processing of bi-weekly payroll.
- Oversee benefit processing, enrollment, and maintenance by Finance Specialist.
- Prepare employee, benefit and/or salary analysis as needed.
- Oversee work with payroll vendor to distribute W-2's to employees and timely file W-3 to SSA.
- Meet with Executive Director and benefits providers at least annually for renewals.
- When necessary or requested, request bids from benefits providers.

### **Operations Services**

- Ensure proper IRS, tax, Secretary of State and other filings for compliance.
- Support the engagement of financial institutions, investment firms, audit firm, insurance providers annually and as needed through RFP process.
- Work with the Director of Facilities & Technology to manage organizational risk and security.
- Support the Director of Facilities & Technology in pricing and contracting for phones, copiers, and other systems as needed.
- Maintain orderly archives and ensure compliance with file retention policy.
- Ensure adequate general liability and other necessary insurance coverage.
- Maintain financial, staff, client and program confidentiality.

### **Supervisor Duties**

- Manage Finance Department staff and workflow
- Ensure Finance staff understand duties and expectations, and receive performance feedback regularly
- Foster an environment of collaboration, problem solving and trust

### **General Agency Duties**

- Able to explain program information to students, clients, residents, volunteers and community members.
- Present a positive image of the Center and its programs.
- Contribute to the CMC newsletter, board/committee reports and other public information activities as needed.
- Assist with CMC fundraising efforts and serve on event committees as needed.
- Assist with the shared staff responsibilities for security of the clients/volunteers and building.
- Perform other duties as requested/assigned.

### **Physical Work Requirements**

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee regularly is required to stand, walk, sit for extended periods of time, work at a computer, and engage in repetitive hand and/or wrist movement.
- The employee occasionally lifts and/or moves up to 25 lbs.
- 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 enable individuals with disabilities to perform the essential functions.

I have read the job description and understand the responsibilities I am assuming in accepting this position.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Date established: 12/11

Reviewed/Revised: 9/15; 11/16; 10/17; 4/18; 4/19; 4/20; 3/21; 8/2021; 11/2021; 07/2023; 03/2024