



## POSITION DESCRIPTION

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<b>Position:</b>	Director of Finance (DoF)
<b>Department:</b>	Finance
<b>Reports To:</b>	Executive Director
<b>Status:</b>	Full-Time

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### GENERAL OVERVIEW

Reporting to the Executive Director, the Director of Finance is responsible for all financial matters of the agency. The Director will support the policies and direction of the Executive Director and the organization. The Director will oversee all financial compliance with funding agencies and donor requirements. S/he will supervise all accounting and finance activities and staff, in accordance with generally accepted accounting principles (GAAP) issued by the Financial Accounting Standards Board, and other regulatory and advisory organizations, in accordance with financial management techniques and practices appropriate within local-, state- and federally-funded programs. The Director of Finance's primary responsibility is to provide leadership to the finance and accounting team.

### Priority 1 Responsibilities

- Actively oversee the day-to-day accounting and financial operations of the agency and affiliated programming.
- Prepare all program financial reporting required for public and private funding sources.
- Supervise the accounts receivable and accounts payable functions.
- Oversee the agency's banking activities.
- Manage accounting control systems to ensure the accurate and timely production of accounting information and financial reports.

### Priority 2 Responsibilities

- Prepare accurate, financial reporting comparing performance with operating budgets for the Executive Director and the Finance Committee of the Board of Directors.
- In support of the Executive Director, serve as primary liaison with the agency's independent auditor to ensure the annual audit for the agency is completed.
- Oversee the preparation and timely filing of all local, state and federal taxes returns for the agency; and the agency's Form 990.

### General Responsibilities

- Develop a firm understanding of the programs' current budgets and identify any needs for improvement.
- Develop a firm understanding of the current business model and identify, strategically, what may need to change.
- In partnership with the senior leadership team, develop and monitor the overall annual budget, including capital/other project funding requests, and the operations budget for each program and department;
- In partnership with the Executive Director and other key leadership, develop budgets for the agency as a whole and all programs.

- Assist in the production of budgets for development projects; monitor project budgets as construction progresses, and as projects are placed into service.
- Prepare, analyze and present financial reports for the agency on a monthly and annual basis, or as otherwise requested by the Executive Director.
- Report on financial results and issues to the Executive Director and Board of Directors.
- Prepare cash flow reports on a monthly basis or as requested by the Executive Director, and actively manage cash flow to meet organizational needs.
- Monitor changes in legal, regulatory and administrative environments and implement changes in procedures needed to maintain compliance while maximizing operational and financial results.
- Ensure legal and regulatory compliance regarding all financial functions.
- In collaboration with the Executive Director, manage the organization's insurance policies: (1) seeking to reduce costs by requesting competitive bids annually; and (2) meeting agency's changing needs.

### **Key Qualifications**

- Bachelor's degree required from an accredited college or university in Accounting/Finance. Master's preferred.
- 6+ years' professional experience of progressive leadership and financial management, preferably in a nonprofit organization.
- Proven experience with fiscal management, budgeting and operations, including responsibility for developing and managing multiple budgets of at least \$8 million.
- Business acumen, with experience leading growth and/or change, and partnering with senior leadership.
- Ability to provide visionary and strategic leadership to a department as part of a larger organization's vision and mission.
- Well-honed leadership skills and style, including: the ability to listen, credibility, integrity, flexibility, and confidence.
- Experience working with a Board of Directors, including a Board Finance Committee, in developing financial business plans and forecasts.
- An informal management style that supports team work, encourages ongoing communication and accountability, and builds cohesion.
- Strong relationship-building skills with well-developed written and oral communications skills and style.

### **NOTE:**

Position description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

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