



## Job Description

**JOB TITLE:** Director of Finance  
**FLSA STATUS:** Exempt  
**REPORTS TO:** CEO  
**DATE REVIEWED:** November 2009

**SUMMARY:** Directs the agency's financial planning and accounting, as well as its relationship with the financial community by performing the following duties personally or through staff. Additionally, this position will prepare reports and other analysis tools to ensure maximum understanding, analysis and oversight of the financial status of the agency. The Finance Director holds the primary responsibility for internal control oversight in coordination with the CEO. The Finance Director is responsible for the management of grant invoicing and reporting.

### **RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES:**

- Maintains confidentiality and trust for all employees, participants and visitors.
- Consistently displays culturally sensitive behavior and communication for all employees, participants and visitors. Seeks to expand knowledge base to increase cultural sensitivity
- Seeks win/win solutions, values interdependence, shares a common sense of responsibility for the whole
- Acts in a manner that presents the agency in a positive light, and furthers a positive image for the agency. Demonstrates a positive and respectful personal appearance. Contributes to a clean and orderly facility appearance.
- Demonstrates respect, courtesy and dignity for all.
- Responds in a timely manner in all aspects of communication.
- Maintains safe working environment for self, other employees, and visitors in accordance with applicable standards relevant to the position's job duties
- Displays adaptability and flexibility to encourage team, participant and agency health including: initiating improvements, demonstrating problem solving and creativity, demonstrating motivation for change and enhancement of the organization.

**ESSENTIAL DUTIES** include the following. Other duties may be assigned at the discretion of the supervisor.

- Oversees and directs treasury, budgeting, audit, tax, accounting, purchasing, and insurance activities for the agency.
- Directs procedures and systems necessary to maintain proper records and to afford adequate accounting controls and services as set forth by accounting standards..
- Serves as custodian of funds, securities, and assets of the agency.
- Responsible for reconciling all bank and credit card accounts on a monthly basis.
- Enters the biweekly payroll allocation for monthly grant billings in a timely manner.
- Prepares and enters all necessary monthly journal entries.
- Provides accurate necessary reports in a timely manner to granting and contract agencies.
- Appraises the agency's financial position and issues monthly financial and operating reports by the 12th of each month.
- Coordinates the reporting of all budget programs and cost projects.
- Ensures the maintenance of all financial records and the general ledger on an accrual basis in compliance with generally accepted accounting principals and government standards.

- Keeps CEO apprised of financial matters; consults regarding financial issues and decisions.
- As a member of the Leadership Team, provides input and participates in the direction and leadership of the agency.
- Advises Executive Team regarding financial issues in order to facilitate effective decision-making and prepares and presents monitoring reports to the Executive Team.
- Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
- Identifies revenue and cost containment opportunities and works in partnership with other Leadership and Executive team members to maximize revenues and contain cost.
- Oversees all necessary regulatory financial reporting, and stays current on all necessary rules and regulations in order to maintain compliance.
- Assists in the solicitation and application of grant funding, and provides consultation on contracts.
- In conjunction with the CEO attends and prepares for the Board Finance Committee, including creating and coordinating financial reports, assembling information and providing recommendations for asset/liability needs.
- Represents the agency in meeting with other agencies, coalitions, donors and public officials as needed representing and promoting the mission of the organization.

**SUPERVISORY RESPONSIBILITIES:**

Manages 1-3 employees in the Finance department. Responsible for the overall direction, coordination, and evaluation of this unit, along with all other administrative services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; coaching and rewarding employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree in accounting required, master's degree preferred; and four years related experience and/or training in financial management of which two must be supervisory.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid Arizona Driver's License

**OTHER SKILLS and ABILITIES:**

- Strong working knowledge of modern management practices and organizational development principles.
- Ability to facilitate and develop a healthy work culture.
- Strong working knowledge of non-profit financial/budgetary management.
- Strong working knowledge of, and comfort with, internet use, e-mail, Microsoft Word, Power Point and Excel.
- Understanding of and commitment to the organization's mission, goals, and values.

I have read and understand the job description as outlined.

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Employee Signature

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Date

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Employee Name Printed