

**Position Title**  
*Finance Director*

**Classification:** Exempt

**Salary Grade/Level:** Starting Salary \$60,000 to \$65,000

**Reports to:** Executive Director

**Summary/Objective:** The Finance Director is responsible to the Executive Director for effectively managing the success of the Agency's financial activities. This position has direct responsibility and supervision over financial accounting and reporting, budget preparation, procurement, inventory, and payroll preparation and administration.

**Essential Functions:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Financial Accounting and Reporting***

- ◆ Maintain current knowledge of federal, state and local policies and directives
- ◆ Develop and maintain timely and accurate financial statements and reports in accordance with generally accepted accounting principles (GAAP)
- ◆ Develop, implement and ensure compliance with the Agency accounting and financial policies and procedures including a biennial review and update of the policies
- ◆ Administer the preparation and timely submittal of monthly financial statements and reports to funding sources, management personnel and the Board of Directors as stipulated in the CSBG Organizational Standards, Strategic Plan and funded contracts and agreements
- ◆ Ensures readiness for the annual audit and liaise with the Board's Finance Committee and the external auditors
- ◆ Ensure the timely filing of the single audit report with the Federal Audit Clearinghouse
- ◆ Ensure the timely filing of the Agency's Return of Organization Exempt from Income Tax 990 Form
- ◆ Ensure the timely filing of the Agency's Annual Return/Report of Employee Benefit Plan Form 5500
- ◆ Evaluate the need for new technology to meet the organizations financial data processing, control and reporting requirements
- ◆ Advise on appropriate technology that meets the organization's information requirement and financial resources

***Budget Preparation***

- ◆ Prepare an annual agency-wide budget for approval by the governing Board of Directors
- ◆ Prepare budgets and budget modifications for funding applications, grants or agreements
- ◆ Provide training and assistance to agency staff regarding the accounting policies and procedures and the proper management of internal budgets

*Finance Director cont'd:*

***Procurement and Inventory***

- ◆ Develop, implement and ensure compliance with the Agency's purchasing policies and procedures to ensure proper procurement of supplies, equipment, insurance, and services including review of the procurement policies and procedures at least every five years
- ◆ Facilitate the Request for Proposal (RFP) for selection of a qualified Certified Public Accounting Firm at least every five years
- ◆ Ensure the proper maintenance and accounting for the Agency's inventory records

***Payroll Preparation and Processing***

- ◆ Oversee the bi-weekly payroll functions to ensure that employees are paid in a timely and accurate manner
- ◆ Oversee and ensure that all required bi-weekly, quarterly and annual filings and payments, related to payroll withholdings, are prepared and filed timely

***Retirement Plan Administration***

- ◆ Maintain current knowledge of The Employee Retirement Income Security Act of 1974 (ERISA)
- ◆ Provide the retirement administrator with an annual employee census
- ◆ Oversee and ensure eligibility for participant distributions
- ◆ Ensure the timely filing of Form 1099-R for plan Participants
- ◆ Ensure the timely filing of Form 945-Annual Return of Withheld Federal Income Tax for the plan

***Administration***

- ◆ Supervise the finance staff performing financial reporting, accounting, accounts payable, insurance renewal and payroll
- ◆ Monitor and evaluate the performance of the finance staff, recommending and implementing personnel actions.
- ◆ Serve as and perform the duties and responsibilities of the Executive Director in the event the position of Executive Director is absent or vacant
- ◆ Represent the Executive Director at meetings, conferences and training sessions pertinent to the Agency's administrative matters
- ◆ Act as a staff resource person to the Board of Directors and its committees.
- ◆ Assist with Agency fundraising efforts

**Competencies**

1. Judgment and Decision Making
2. Complex Problem Solving
3. Analytical Thinking
4. Ethical Behavior
5. Integrity
6. Leadership
7. Initiative
8. Attention to Detail
9. Time Sensitivity
10. Effective Communication
11. Prioritization
12. Planning

*Finance Director cont'd:*

**Supervisory Responsibility:** This position has supervisory responsibilities.

**Work Environment:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Position Type and Expected Hours of Work:** This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

**Travel:** Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

**Required Education and Experience:** Bachelor's Degree in Accounting and five years of progressively responsible management accounting experience with a community action agency or private non-profit organization or a combination of education and experience.

**Preferred Education and Experience:** Knowledge of Community Action Agency is highly preferred.

**Additional Eligibility Qualifications:**

- ◆ Must be able to function independently and have flexibility, personal integrity and the ability to work effectively with supervisors, peers, subordinates and support agencies.
- ◆ Must possess the ability to make independent decisions when circumstances warrant such action.

**Work Authorization/Security Clearance:** Has to successfully pass a criminal, employment, education, credit and drug screening background check.

**AAP/EEO Statement:** NFCAA is an equal opportunity employer and does not condone any form of discrimination, including harassment, with regard to recruiting, advertising, hiring, placement, promotion, transfer, compensation benefits, disciplinary action, termination, and all other privileges, terms and conditions of employment.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Finance Director cont'd:*

**Signatures:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_