

<b>Job Title</b>	Finance Director
<b>Reports To</b>	CEO/Executive Director
<b>Supervise</b>	Finance Manager
<b>Status</b>	Regular, Full-Time, Exempt

**Job Summary:**

Responsible for all grantee financial operations. This includes compliance with Federal Information Memorandums, and all funding source regulations, and federal and state laws. Provides both operational and programmatic support to the organization. Assists in performing all tasks necessary to achieve the organization's mission.

**Duties and Responsibilities:**

1. Responsible for Agency meeting all statutory, regulatory and other financial requirements.
2. Maintain current knowledge of OMB Circulars – particularly 2 CFR 215 (A-110); 2 CFR 230 (A-122) and A-133 and OMB “Super Circular”
3. Establish or approve all accounting systems.
4. Procure and oversee all required audits including submission of reports
5. Develop and maintain systems of internal controls to safeguard financial assets of the Agency and oversee federal awards and programs. Oversee the coordination and activities of independent auditors, ensuring all A-133 audit issues are resolved, 403 (b) compliance issues are met, and preparation of the annual financial statements is in accordance with U.S. GAAP and federal, state and other requirements.
6. Ensure that substantiating documentation is approved and available to meet all monitoring and audit requirements.
7. Prepares periodic financial statements for funding sources and administrative staff.
8. Initiates/approves general journal entries.
9. Responsible for all purchasing and payroll activity for staff and program participants.
10. Responsible for Accounts Payable and Accounts Receivable and insures a disaster recovery plan is in place.
11. Responsible for insuring the maintenance of the inventory of all fixed assets, including materials inventories and assuring all are in accordance with federal regulations.
12. Prepares, reviews or approves budgets and authorizes minor budget revisions

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13. Monitors banking activities of the Agency. Ensures adequate cash flow is maintained that meets the Agency's needs; responsible for meeting funding source guidelines for drawdown of grant funds.
14. Conduct annual staff performance evaluation of direct reports.
15. Insures finance staff has professional development plans, and are making progress toward goals. Train finance staff to assist in raising awareness and knowledge of financial management matters. Develop in-house training for agency staff related to financial procedures and policies.
16. Responsible for Board Financial and Fiduciary Responsibility Training.
17. Keep up-to-date and knowledgeable about current trends in nonprofit finance, including membership in professional organizations and groups.
18. Completes training opportunities identified on Professional Development Plan to insure Agency is current on program regulation updates and revisions.
19. Perform other duties as required.

**Qualifications:**

Certified public accountant preferred or have a baccalaureate degree in accounting, business, fiscal management, or a related field. Additional skills, knowledge and abilities include:

- sufficient education and experience in federal grants fiscal management required
- sufficient education and experience in staff management and development
- ability to conduct training sessions for board of directors and staff in person and remotely
- ability to manage multiple projects simultaneously
- able to work non-traditional hours as needed
- Participate in frequent inter-departmental collaboration
- Proficient in computer based fiscal management software and systems
- Bondable. Pass a criminal record background check as required by funding sources.
- Possess valid driver license, have access to reliable transportation with sufficient liability insurance and be willing to use personal vehicle for agency related travel
- Occasional travel within 6 county service area, out-of-area functions and out-of-area trips requiring air travel and overnight stay