

## JOB DESCRIPTION

**Job Title:** Director of Finance

**Department:** Finance

**Reports to:** CEO

**Full Time / Part Time:** Full-time

**Supervises:** Finance Team

**Exempt / Non-Exempt:** Exempt

**Union / Non Union:** Non Union

**Position Summary:** The Director of Finance is a senior staff member who directs the development and operation of the finance team and financial systems including budgeting, auditing, accounting, and financial reporting.

The Director of Finance contributes to mission fulfillment through:

1. Planning, oversight, and reporting of all financial operations that maintains overall viability
2. Supporting general administration, resource development, and Community Impact

### **Organizational Standards, Behaviors, Values, and Core Competencies:**

These represent the knowledge, abilities and behaviors that result in an individual's personal effectiveness and effective interactions with others. These are elements that all individuals are expected to possess, and they define what United Way of Genesee County values the most in people. The goal of the core competencies is for individuals to be able to perform in a diverse number of positions throughout the organization.

- Mission Focused
- Relationship oriented
- Collaborator
- Result oriented
- Brand Steward

### **Essential Duties and Job Responsibilities:**

- Ensure timely and accurate monthly closing of financials and timely filing of all required government and national organization reports.
- Asset protection activities, including but not limited to recording of pledge revenues, collection of pledges receivable, ensuring adequate internal controls, risk management, investment policies and strategies and cash management.
- Prepare for and work closely with auditors for annual audited financial statements.
- Oversee pledge billings and IRS reporting requirements to donors.
- Oversee the reconciliation of bank and investment accounts.
- Monitor investments and cash flow for optimum cash gain. Execute instructions from finance committee regarding investment portfolio. Act as liaison between committees and financial institutions.
- Prepare annual operating budget and works with other functional areas in compilation of annual overall budget for Board review and vote. Track actual against budget for performance measurement.
- Ensure that all local, state, federal reports are completed in conformity with section 501c3 of the IRS code, as well as related reports and administrative work regarding payroll (W2s, 1099s,990), retirement (5500s), tax returns, etc.
- Keep current with changes in accounting field, industry trends, accounting principles and standards and implement change as required.
- Management of contracts and licensing for technology support services.
- Management of Customer Relations Management Software.
- Maintain accountability to our donors and volunteers.
- Act as coordinator of finance committee meetings.
- Responsible for fiduciary work with the fiscal sponsorship.
- Other responsibilities as determined/assigned by the CEO.
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### Performance Metrics:

Indicators of success in fulfilling the requirements of this position include the following:

1. Grow relationship between finance team and other teams such as campaign data and reporting
  - a. Provide (un)solicited financial input and reports for relevant operations
2. "Clean" annual audit.
3. Complete and accurate basic annual financial tasks:
  - a. 990
  - b. Audit, monthly reporting presented on timely bases with limited errors and or adjustments
  - c. Other licenses and reports as reported, i.e., by UWW, federal / state government, etc.
4. Reports accurately indicate budget status and condition of assets.
5. Effective management of and support for board Finance Committee.
6. Effective leadership and management of Finance team.
7. Motivates direct reports and supports their professional growth.
8. Contributes actively and positively to Leadership Team.
9. Behavior is consistent with UWGC's values.
10. Practices behaviors that help build a trusting team and work environment.

### Qualifications/Requirements:

- Excellent written and oral communication skills
- Excellent interpersonal relationship skills.
- High level writing skills.
- Self-motivated and goal oriented.
- Must be detail oriented; work well with deadlines and results oriented.
- Driver's license required.

### Education/Training/Experience:

- Experience/training in the following areas: business operations and financial management which includes some or all of these areas: nonprofit accounting and grant management.
- Bachelor's degree required; Master's degree preferred.
- CPA is a plus but not a requirement.
- Four to seven years' experience in business operations and financial management.
- Advanced computer skills necessary.

### Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA and other federal, state and local standards

### Position Info:

Full-Time, will consider Fixed Part-Time for right skill set

Benefits include Medical, Dental, Vision, Matching 401K, PTO, 13 Paid Holidays

Salary range: \$75,000-\$90,000