



## **Position Description Director of Finance**

### **Purpose of the Position**

The Director of Finance (DOF) is responsible for ensuring the sound and ethical operation of the accounting, budgeting, fiscal management and planning functions of a multi-division, not-for-profit organization.

### **SCOPE**

(The way that the position contributes to and impacts the agency.)

The DOF position has a primary impact on the overall effectiveness with which the Agency accomplishes its goals and objectives in service and accountability to the community. The incumbent has a primary impact on the community's understanding of the J. R. Coleman Services.

Under the direction of the Executive Director, the DOF supervises and manages all financial operations of the Agency, understanding that the Agency has an over forty five year history of financial integrity and a reputation for good stewardship that is to be maintained.

### **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position.)

1. Financial, Accounting, Internal Operations
  - ⇒ Performs or supervises all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with GAAP and funder requirements. Supervises a Staff Accountant and an Accounting Assistant.
  - ⇒ Under the direction of the Executive Director, develops and prepares formats and mechanisms for outcome measurement, benchmarking, and reporting for business operations of the Agency and its Divisions.
  - ⇒ In concert with the Executive Director coordinates business operations of the Agency
  - ⇒ Provides support and assistance to the Executive Team in ensuring that all decisions comply with relevant legislation, policies and procedures and that strategic goals and objectives are met.
  - ⇒ Ensures the implementation and effective reporting of FASB, GAAP, SOX, IRS, and other standards as they pertain to agency business operations
  - ⇒ Measures, monitors, and reports on key result areas as defined by Charity Navigator and internal benchmarking procedures.

- ⇒ Provides effective management by anticipating problems and taking early corrective action.
  - ⇒ Supports the Executive Director by serving as a resource and by participating as a member of various committees and groups and by providing recommendations for improving Agency operations.
  - ⇒ Interacts with Board members, donors, and community members
  - ⇒ Supervises, organizes, directs and controls the technology functions of the Agency
  - ⇒ Analyzes and evaluates vendor services, particularly for insurance, employee benefits and management of Agency funds to determine providers that best meet the needs of the Agency and makes recommendations to the Executive Director as appropriate. With approval of the ED negotiates service, terms and premiums and recommends contracts with plan providers, supply and service vendors, auditors and consultants and manages payroll and benefits programs.
  - ⇒ As a member of the Executive Team participates in strategic planning and achieving strategic plan goals.
  - ⇒ Communicates information between team members and staff.
  - ⇒ Prepares agendas, information, and resources for the Board Executive Team
  - ⇒ Conducts research for projects
  - ⇒ Represent the Agency at internal and external meetings and functions
2. Assist in the business operations of the Agency
- ⇒ Creates, updates, maintains policy and procedures manuals in Accounting and Technology for the Agency.
  - ⇒ Prepares and monitors budgets
  - ⇒ Prepares and reports on cash flow and finances of Agency
  - ⇒ Develops financial reports for proposals and for program funding
  - ⇒ Develops program expenditure and revenue reports
  - ⇒ Assists in reporting for quality initiatives
3. Support community and economic development activities
- ⇒ Provides guidance and financial consultation and reports for Agency community development plans

## **COMPETENCIES**

(The knowledge, skills and attributes required for satisfactory job performance.)



## **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ❑ A complete and thorough knowledge of GAAP, FASB, IRS, SOX, and other financial regulations for non-profits
- ❑ Bachelor degree required with 5 to 6 years' experience in a company, preferably in non-profit
- ❑ An understanding of the roles and responsibilities of boards
- ❑ Business and operations management
- ❑ Budgeting and financial management principles
- ❑ Planning, organizing, controlling and directing functions
- ❑ An understanding of the community, cultural and political environment
- ❑ An understanding of the principles of fund development
- ❑ Strategy development and strategic thinking

## **Skills**

The incumbent must demonstrate the following skills:

- ❑ Team leadership and management skills
- ❑ Supervisory and human resource management skills
- ❑ Analytical and problem solving skills
- ❑ Decision making skills
- ❑ Effective verbal and listening skills
- ❑ Computer skills including spreadsheets, charts and graphs, scheduling software, and word processing at a highly proficient level
- ❑ Effective written communications skills including the ability to prepare reports
- ❑ Effective public relations and public speaking skills
- ❑ Research and program development skills
- ❑ Stress management skills
- ❑ Time management skills

## **Personal Attributes**

**The incumbent must maintain strict confidentiality in performing the duties of Controller.**

The incumbent must also demonstrate the following personal attributes:

- ❑ Demonstrate leadership in mission
- ❑ Demonstrate leadership in excellence
- ❑ Possess cultural awareness and sensitivity
- ❑ Appreciate diversity
- ❑ Demonstrate a dedication to the position, the agency and the community
- ❑ Demonstrate integrity and sound work ethics
- ❑ Be consistent and fair
- ❑ Be respectful
- ❑ Be flexible
- ❑ Maintain standards of conduct
- ❑ Possess self-awareness



## **Working conditions**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue.)

The DOF may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The DOF may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent.)

The Agency offices and service delivery sites are busy places. The DOF may be involved with a number of people and projects at one time and they may be interrupted frequently to meet the needs and requests of members of the Executive Team. The DFO may find the environment to be busy and noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue.)

The Controller will have to manage a number of requests and projects at one time. They must be aware of all Agency business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

### **Sensory Demands**

(The nature of demands on the incumbent's senses.)

Sensory demands may include reading and use of the computer which may cause eye strain. The office may be noisy and busy making it difficult for the DOF to concentrate.