

EL ADA COMMUNITY ACTION PARTNERSHIP

JOB DESCRIPTION

POSITION TITLE: FINANCE DIRECTOR

RESPONSIBLE TO: EXECUTIVE DIRECTOR

JOB CLASSIFICATION: EXEMPT

GENERAL STATEMENT OF DUTIES

The Finance Director is responsible for the financial operation of El Ada-Inc. The Finance Director ensures that all applicable statutory, regulatory and other financial requirements are met, and that funding source directives, financial policies standards and contractual obligations are met. The Finance Director works closely with the Executive Director in ensuring the financial well-being of the organization. Will generate timely and accurate financial reports, will assist Program Managers in the development and oversight of their respective budgets, and oversee all accounting functions and operations.

THE FOLLOWING ARE EXAMPLES OF SPECIFIC DUTIES TO BE CARRIED OUT BY THE FINANCE DIRECTOR. THESE EXAMPLES ARE NOT INCLUSIVE OF ALL DUTIES THAT MAY BE PERFORMED.

1. Maintains an accounting control system that tracks and records receipts, withdraws and disbursements in accordance with Generally Accepted Accounting Principals (GAAP) and other applicable financial standards.
2. Prepares monthly financial statements for the agency, reviews statements with the Executive Director and Board of Directors and Finance Committee of the Board at Board Meetings.
3. Prepares required Federal and State tax reports as needed, and financial reports for funding sources in the manner and time specified by grant and contract agreements.
4. Reviews purchasing requests to ensure compliance with mandated procurement requirements and in accordance with budgets and grant conditions.
5. Maintains Insurance policies, bonds, contracts, leases and other related documents pertinent to fiscal operations.
6. Assists the Executive Director and Program Managers in the development of program and agency-wide budgets. Authorizes allowable budget revisions after consultation with the Executive Director and applicable Program Manager.
7. Consults with Financial Advisors to ensure the maintenance of adequate cash-flow, and makes appropriate investments with "unrestricted" funds whenever possible in accordance with Federal and or State laws.
8. Assures that all transactions are properly recorded within the accounting system and that they are supported with proper back-up documentation that is readily available for monitoring or audit purposes.

9. Maintains a computer-supported accounting system that provides accurate input of fiscal data and which verifies the accuracy of any computer related output.
10. Coordinates with the Auditors in the conduct of the agency's annual audit, providing required information and access to records, and will address any identified audit deficiencies as may be needed.
11. Prepares employee payroll and associated Federal and State tax reports as required.
12. Maintains an updated accounting manual that reflects current and changing guidelines and regulations pertaining to all agency contracts and grants. Also ensuring that the manual is not in conflict with the agency's Personnel Policies and Procedures.
13. Approves all accounting system procedures, forms and account classifications.
14. Will establish or approve all procedures relative to payroll preparations, petty cash, travel advances and reimbursement, and all other expenditures. Will also authorize disbursements prior to preparations of checks.
15. Ensures that all transactions are properly recorded and properly verified by supporting documentation. Will also approve all entries to the general ledger.
16. Will keep abreast of all statutory, regulatory or contractual financial requirements to ensure that the agency's Policies and Procedures meet those requirements.
17. Supervise and coach accounting personnel under your charge.
18. Maintain all pertinent accounting records in accordance with contract and records retention requirements.
19. Will review all proposed agency contracts, leases or grant applications and make recommendations to the Executive Director.
20. Responsible for the management and inventory of agency property, equipment, materials and office supplies.
21. Work with Program Managers to ensure that purchasing with program funds adheres to proper procurement requirements as are established in the accounting manual and grant or contract agreements.
22. Will advise the Executive Director on all matters affecting the agency's financial operations.
23. Will prepare financial reports for the Executive Director and present financial reports to the Board of Directors at their regular Board Meetings.
24. Other duties as may be assigned.

ABILITIES:

Applicants should possess a thorough knowledge of Generally Accepted Accounting Principals (GAAP) for non-profit grant funded organizations, be able to use El Ada's computer accounting system, be adept at Microsoft, Excel and Word Perfect, read, understand and explain complex written material, create and control budgets, assist others in understanding financial reports, work effectively with a wide variety of people, possess well developed interpersonal and business communications skills and be bondable.

QUALIFICATIONS:

1. Possess a bachelors degree in accounting or business accounting major.

2. Have a minimum of (5) years in a comprehensive accounting position, with fund accounting experience.
3. Demonstrated ability to prepare financial documents and reports in a manner prescribed by Grantors.
4. Administrative level experience in fiscal management and the supervision of accounting personnel.

ADDITIONAL QUALIFICATIONS:

1. Must have a valid driver's license, auto liability insurance and acceptable driving record
2. Must have the ability to see and hear. (Reasonable accommodations will be made upon request).
3. Must have the ability to perform essential duties efficiently and accurately.

El Ada is a drug free workplace and pre-employment screening is conducted before hiring.

JOB DESCRIPTION UPDATED; 7/24/2017