

COMMUNITY ACTION PARTNERSHIP
HUNTSVILLE/MADISON & LIMESTONE COUNTIES, INC.
P.O. BOX 3975 / 3516 STRINGFIELD ROAD NW
HUNTSVILLE, AL 35810

JOB DESCRIPTION

POSITION TITLE: Finance Director **FLSA:** Exempt
(Community Organizer)

CLASSIFICATION: 10

DEPARTMENT/SUPERVISORY CONTROLS:

Conduct Administration

Works under the direct supervision of the Executive Director to provide leadership in an environment of high expectations to provide accounting and payroll support to the Agency

Supervises employees per the organizational chart

POSITION SUMMARY:

The Finance Director manages the day-to-day accounting operations/purchasing/technology of the organization and recommends cost-effective management systems. The Finance Director is the financial and custodial officer of the Agency. The Finance Director is responsible to the Executive Director for the effective management and administration of all agency finances, insurance, and inventory; serve as purchasing agent managing purchasing/leasing activities. The Finance Director serves as the Acting Executive Director in the absence of the Executive Director.

ESSENTIAL FUNCTIONS:

1. Supervises accounting staff, including selection, assignment, appraisals, approving leave as appropriate.
2. Prepare annual budgets and presents to the Executive Director and the Finance Committee.
3. Controls Agency account books. Set up sub-accounts and tracks all general ledger activities.
4. Classifies accounting documents to appropriate accounts to ensure accurate financial record keeping.
5. Reconciles sub-accounts to determine the nature and extent of discrepancies; corrects or notifies supervisor.
6. Participates in the creation and implementation of strategic plans to achieve the short-term and long-term goals of the partnership. Formulates and communicates specific plans to achieve organizational element's goals.
7. Develops and prepares detailed financial, cost budget and accounting statistical reports, statements, and schedules; prepares analytical summaries and reports for management review.
8. Oversees building and vehicle lease agreements including renewals, rent allocations, security deposits and bank loan contracts. Manage Technology Department.

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9. Administer procedures for purchasing materials and supplies that are consistent with all legal statutes. Manage purchasing/leasing activities for agency facilities, equipment, and supplies.
10. Manage Agency grants and ensure conformance to grant financial requirements.
11. Monitors asset acquisition, transfer and disposition activities. Set up and maintain related depreciation and amortization accounts and prepares related schedules.
12. Assists Agency's management in audits. May coordinate related documentation for external auditors and act as a contact point during the audit process.
13. Establishes and maintains positive public relations with appropriate individuals, staff members, community, and other stakeholders.
14. Performs other related duties as assigned.

OTHER RESPONSIBILITIES:

1. (See attached Addendum)
2. Performs special studies and recommends procedure changes for greater efficiency.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Bachelor's Degree in Accounting, Finance, Business Administration or related field: MBA and/or CPA preferred.
2. Five years of professional level accounting experience including the areas of general accounting, fixed assets, depreciation and agency tax reporting.
3. Working knowledge of all related tax legislation and regulations.
4. Proficiency with spreadsheet and word processing programs.
5. Must demonstrate strong written, verbal, analytical and interpersonal skills.
6. Ability to work as a member of a team.
7. Ability to relate well to people from a variety of racial, ethnic, cultural, and socioeconomic backgrounds.
8. Ability to delegate authority as appropriate.
9. Ability to gather and analyze data and produce concise reports and recommendations.
10. Must have some understanding of, and the ability to apply basic management techniques.
11. Must possess a valid driver's license.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date