

COMMUNITY ACTION PARTNERSHIP

JOB DESCRIPTION

TITLE: FINANCE DIRECTOR

EXEMPT/NON-EXEMPT: EXEMPT

REPORTS TO: Executive Director

ISSUE DATE: 06/21

GENERAL POSITION SUMMARY:

The Finance Director is responsible for Community Action Partnership's financial management and operations in accordance with generally accepted accounting principles for grant-funded non-profits in compliance with Office of Budget and Management (OMB) circulars, funding source requirements and the agency's financial policies and procedures.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Responsible for all aspects of the agency's financial management;
- Responsible for maintaining complete and accurate financial records using agency's computerized accounting system;
- Ensure adequate cash flow;
- Ensure Executive Director, Program Directors and CAP's Board of Directors have clear and complete picture of program and agency's financial picture;
- Maintain original contract and grant files and all relevant documentation as required by law and funding sources;
- Supervise payroll and accounts payable;
- Assist Program Directors to develop department budgets and compile annual agency-wide budget for Board approval;
- Maintain all inventory records, monitor procurement and disposal of property;
- Procure and maintain appropriate insurance coverage;
- Prepare and submit or oversee preparation and submittal of any and all regulatory reports;
- Prepare for and assist with annual audit;
- Analyze financial data and make recommendations;
- Review and update financial policies and procedures annually;
- Provide leadership development opportunities to staff at all levels of CAP;
- Assist with aligning CAP's finances to the goals of the long-term strategic plan;
- Performs other duties as assigned.

SECONDARY FUNCTIONS:

None

JOB SCOPE:

The Finance Director is responsible for Community Action Partnership's financial management and operations in accordance with generally accepted accounting principles for grant-funded non-profits in compliance with Office of Budget and Management (OMB) circulars, funding source requirements and the agency's financial

policies and procedures. The Finance Director recommends, plans, coordinates, organizes, implements and evaluates the duties and responsibilities of the fiscal department.

SUPERVISORY RESPONSIBILITIES:

The Finance Director is responsible for the direct supervision of the Fiscal Assistants.

INTERPERSONAL CONTACTS:

- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position. Manages difficult or emotional internal and external customer situations; Responds promptly to internal and external customer needs;

SPECIFIC JOB SKILLS:

- Possess a thorough knowledge of generally accepted accounting principles;
- Ability to utilize and maintain agency's computerized accounting system;
- Ability to read, understand and apply complex rules and regulations in regard to financial management of grant-funded non-profits;
- Ability to prepare reimbursement requests and reports in compliance with grant contracts;
- Ability to prepare monthly financial reports for the Board and management staff;
- Ability to maintain complete and accurate financial records using agency's computerized accounting system;
- Ability to present and explain financial reports and related matters to management staff and Board members;
- Ability to provide clear direction and oversight to Finance Department staff in implementing agency policies and procedures in compliance with rules and regulations;
- Ability to review existing financial policies and procedures and revise in accordance with changes in rules and regulations;

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree is required. A Bachelor's Degree in Accounting is strongly preferred; may consider a Bachelor's Degree in Finance, Financial Management, or Business Management.

Experience: 3-5 years related experience in organizational financial management with knowledge of fund accounting.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting	X				
Standing	X				
Walking	X				
Running	X				
Bending/Crouching	X				
Kneeling/Crawling	X				

Lifting weight					
Less than 10#	X				
10-25#	X				
25-50#	X				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot	X				
Humid	X				
Cold	X				
Wet/Damp	X				
Machinery*	X				
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)	X				
Loud (above normal class level)	X				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement

Must understand and utilize complex computation and analysis methods; must use advanced computation skills to develop agency budget and analyze; must possess knowledge of generally accepted accounting principles for non-profit, grant funded organizations; must be able to read, understand and apply complex financial management requirements.

Language Requirement

Must be able to communicate clearly and effectively both orally and in writing.

Reasoning

Must be able to arrive at decisions based on thorough study and analysis; must show sound judgment and maintain emotional stability in a full range of professional situations; must be able to read, understand and apply complex information in regard to program implementation, financial management and compliance.

This job description is not a contract for employment. The employer shall, in its discretion, modify or adjust the position and its duties to meet the agency's changing needs. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Community Action Partnership is an "At Will" employer. In accordance with Federal law, CAP does not discriminate on the basis of race, color, national origin, sex, age, disability, or sexual orientation.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Community Action Partnership.

Employee's signature

DATE

I have gone over this job description with this employee

Supervisor's Signature

DATE