



JOB DESCRIPTION

Job Title: **Director of Finance**

Reports to: Chief Financial Officer

Supervises: N/A

Job Code: 106

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: Starting around \$81,000

Position Summary:

Responsible for preparing and reviewing Balance Sheet, Income statements and Cash Flow statements. Cross-train and support timekeeping and payroll function. Supports the Chief Financial Officer with short-term and long-term financial planning as well as revenue and expense projections, grant tracking and fiscal monitoring of sub-recipients. Responsible for updating Coalition Fiscal Policies & Procedures to comply with OEL requirements. Must maintain all coalition employees, vendor, and client information/data confidential. Oversees payroll, Accounts Payable and weekly finance obligations. Has the ability to perform Chief Financial Officer job duties.

Essential Job Functions:

Accounting and Finance

- Prepare for submission of monthly financial invoices and reports, on/or before the due dates each month, to all funding sources.
- Review and posts Accounts Payable and Accounts Receivable transactions.
- Assist with the reviews of Finance Support Specialist aged accounts payable report on a weekly basis to ensure timely payment per established state regulations and as directed by Chief Financial Officer.
- Review recording of asset, liability, revenue, and expense entries.
- Review sub-recipient payments (e.g. 4C; OCPS)
- Maintain and balance general ledger accounts by verifying, allocating, reconciling transactions, resolving discrepancies.
- Month-end and fiscal year-end closings and reporting for shared cost categories.
- Assist Chief Financial Officer to prepare audit reports and monthly /annual financial statements.
- Daily monitoring of cash flows
- Cross-train and support payroll functions.
- Assist with annual match fundraising event budget, financial reporting, and analysis.
- Assist the Chief Financial Officer and / or Department Directors in developing budgets, including updates and review.
- Assist the Chief Financial Officer in Budget Analysis/Realignment and prepare projections.

- Any other duties or responsibilities to support the mission or responsibilities of the Coalition as assigned by the Chief Financial Officer.

Compliance

- Provide support for annual monitoring of sub-recipients, as directed by Chief Financial Officer and prepare Draft and Final Sub-recipient Monitoring Reports.
- Assist with all on-site monitoring visits by funders including but not limited annual fiscal review.
- Assist Chief Financial Officer with preparation for annual audit.
- Ensures accuracy and on-going maintenance of subrecipient contractual budget versus actual for accounts payable processing.
- Work closely with Staff Accountant or assigned staff member who logs in checks to ensure all checks received are deposited in accordance with ELCOC Policies and Procedures.
- Ensure accuracy of monthly expenses.
- Resolve and submit prior period adjustments to OEL including the submittal of all required documentation per OEL and ELCOC policies, procedures, and guidelines.
- Update Coalition Fiscal Policies and Procedures to remain compliant with OEL Requirements.

Development/Training/Technical Assistance (TA)

- Assist in the development of annual budget.
- Train staff in cross-functional areas, as needed.
- Assist with forecasting and analyzing spending variances monthly.
- Assist in the preparation of financial reports and correspondence as directed by the Chief Administrative Officer.
- Responsible for ongoing organization and effective maintenance of official Coalition financial records.
- Other duties as assigned.

Administrative Support

- Oversees all aspects of the Finance Department and works with Chief Financial Officer to make sure that all areas of the Finance Department are working in compliance with state policies and procedures.
- This position will require interaction with children birth through 5 years of age at different functions and voluntary activities.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Ability to make mathematical calculations and balance a budget.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own and subordinates' assignments with little or no supervision.
- Manage time effectively.
- Ability to work in collaboration and foster teamwork amongst cross-functional teams.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and

terminology.

- Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.
 - Ability to effectively communicate sensitive information and exercise sound judgment.
 - Knowledge of basic customer service techniques.
 - Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
 - Ability to establish and maintain effective working relationships with a variety of constituents.
 - Ability to solve problems and deal with a variety of variables.
 - Demonstrate knowledge of accounting and budgeting practices of Florida state standards and requirements.
 - Proficient in the operation and use of personal computers and computer software applications (Microsoft Office Suite). Ability to navigate the Internet.
 - Knowledge of accounting software, preferably Sage Fund Accounting.
 - Must possess a valid Florida Driver's License with ability to travel off-site locations.
 - Ability to work flexible/hours schedule i.e. occasional Saturdays, or evening hours.
 - Professional appearance and presentation.
 - Occasional lifting of office equipment and supplies of less than 30 pounds
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Education and Experience

- Bachelor's Degree in Accounting or Finance with five to seven (5-7) years of experience in said fields (Masters preferred).
- Public grant management knowledge required;
- Must demonstrate a working knowledge of not-for-profit leadership and government rules and regulations.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send Cover Letter and Resume to:

tbrady@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County
Attn: Theresa Brady Human Resources Manager
7700 Southland Blvd. Suite #100
Orlando, Fla. 32809