



## JOB DESCRIPTION

Job Title: **Director of Finance**

Reports to: Chief Financial Officer

Supervises: Yes

Job Code: 106

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

Salary Ranges: Starting around \$105,000

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### **Position Summary:**

Responsible for preparing and reviewing Balance Sheet, Income statements and Cash Flow statements. 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 DEL requirements. Must maintain all coalition employees, vendor, and client information/data confidential. Oversees Finance Department and weekly finance obligations. Has the ability to perform Chief Financial Officer job duties.

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### **Essential Job Functions:**

#### **Accounting and Finance**

- Review for submission of the monthly financial invoices and reports, before the due dates each month, to all funding sources.
- Assist with the reviews of accounts payable/receivable report on a weekly basis to ensure timely payment per established state regulations and as directed by Chief Financial Officer.
- Review sub-recipient payments (e.g. OCPS)
- Maintain and balance general ledger accounts by verifying, allocating, reconciling transactions, resolving discrepancies.
- Assist with 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
- 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 review 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 review 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 Senior Accountants or assigned staff members who log 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 DEL including the submittal of all required documentation per DEL and ELCOC policies, procedures, and guidelines.
- Update Coalition Fiscal Policies and Procedures to remain compliant with DEL 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 Financial 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.)*

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### **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 and GAAP.
- 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 MIP program/software.
- 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.
- This job will require remote work. Please be advised that this is a privilege. We will provide you with your electronic equipment. You must ensure that you have a dedicated and quiet workspace. You will be responsible for your chair, desk, and access to a reliable internet/Wi-Fi service. You must provide the privacy that is needed to work with vendors/families and co-workers. You will also need to provide the address for your Telework location.
- This job requires interaction with children birth to five years of age at coalition community and volunteer events.

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### **Education and Experience**

- CPA Required, 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.
- MIP Experience Preferred.
- 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.)

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