



## DIRECTOR OF FINANCE JOB DESCRIPTION

### **PURPOSE:**

The Director of Finance is an executive staff level position and serves as Accounting Department Head. This role is responsible for our fiscal operations. Under the direction of the Executive Director, they will assist in the overall leadership and direction of the organization. This person will ensure the effective utilization of the agency's human and financial resources in a manner that is consistent with the approved annual budget and/or business plans. This full-time exempt position reports directly to the Executive Director.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in accounting, finance, or related field
- Three years' experience in fiscal capacity with knowledge of non-profit accounting methods
- Thrives in a fast-paced, team-oriented environment
- Working knowledge of accounting, payroll, and personnel procedures
- Experience in preparing financial statements
- Computer proficiency in accounting software and Excel
- Excellent communication and organizational skills

### **DUTIES & RESPONSIBILITIES:**

#### Financial Management:

- Develop and oversee Gordon JCC budget and other budgets as required by funders
- Monitor cash flow and security of all transactions; perform cash flow projections and analysis on a regular basis.
- Prepare monthly fiscal reports in timely accurate manner.
- Develop and provide ongoing supervision of the purchasing system for all agency purchases.
- Maintain hands-on oversight of all administrative processes including data entry, deposits, accounts receivable, accounts payable, payroll, general ledger journal entries, month-end close-out and financial statements.
- Support the programming and fundraising staff by understanding their respective roles and leading the development of annual budgets and fiscal reviews including explanation of variances. Engage with staff frequently to develop accurate forecasts.
- Oversee financial aspects of fundraising and special events.

- Perform financial analyses of Gordon JCC programs as needed to determine growth and cost saving opportunities.
- Oversee administration of employee benefits.
- Maintain all aspects of agency insurance and workers' compensation policies and act as primary liaison for such policies.
- Maintain all accounting and human resources files, including personnel files.
- Serve as primary contact to banks, insurance companies, payroll companies, and other contacts.
- Act as liaison to audit firm; responsible for preparation and submission of all audit materials.

**Staffing and Supervision:**

- Hire, train, and supervise accounting staff.
- Conduct annual evaluations of accounting staff.
- Assist staff with hiring new employees.

**Communication:**

- Meet regularly with department heads and program directors to ensure that budgets are accurate, that budgets are followed, and that staff understand budgets and ongoing income/expense statements.
- Ensure that the Executive Director is kept up to date on fiscal operations through written reports and frequent verbal communication.

**Agency Wide and Lay Leadership:**

- Attend staff and departmental meetings.
- Act as staff support to Budget and Finance Committee, Investment Committee, and related sub-committees as appropriate.
- Contribute as a member of the Gordon JCC, participating in and staffing center-wide events and fundraisers.
- Assume other duties as assigned.

**JOB TYPE:**

Full-time

**BENEFITS:**

Health, Vision and Dental coverage available

Life Insurance

403(b) with match

Health Savings Account

Paid Time Off (PTO) and Paid Holidays

Employee Program Discounts/ Professional Development Opportunities