



## POSITION DESCRIPTION

<b>Title:</b>	Director of Finance/Accounting
<b>Reports to:</b>	CEO
<b>FLSA Status:</b>	Exempt
<b>Classification:</b>	Administration, Part-Time
<b>Hours:</b>	Max 30 hours/week M-Th 9:00am – 4:30pm (schedule negotiable)
<b>Salary Range:</b>	\$30/hr
<b>Benefits Package:</b>	Not Benefit Eligible

### **Job Summary:**

Oversees all financial and accounting functions, including: cash management, accounts payable and receivable, general ledger, budgeting, annual report preparation, audit preparation and control, financial reporting, reconciliations, payroll, 401K administration, comp & benefits administration, insurance coverage, and compliance requirements. Additionally, oversees one direct report who is responsible for basic accounting, government grants, and basic human resource functions. Must be able to navigate the accounting complexity associated with state and federal grants; with support from staff.

Oversees HR manager but not a direct responsibility for day to day HR. Manages payroll and ensures timely compensation of employees and manages benefits. Oversees proper filing systems, creation and implementation of policies, employee handbook and all compliance requirements. Works closely with the CEO, finance committee, executive assistant, and Accounting/HR Aide, to foster an environment where core values of the organization are instilled, practiced and reinforced.

Other office management functions include vendor negotiations, contracts for service, building positive relationships with board members, donors, staff, and committee members.

### **Qualifications/Requirements**

- Bachelor's degree from an accredited college or university in accounting, finance, business administration or a related field. Candidates with significant educational and/or professional experience may be considered.
- Extensive knowledge and proficiency with accounting practices (GAP)
- Highly experienced and proficient managing payroll systems.
- Extensive experience with QuickBooks; preferably QuickBooks online.

- Excellent communication skills, both verbal and written.
- Exceptional organizational and analytical skills.
- Highly skilled with Microsoft Office Suite

### **Preferred**

- Non-profit accounting experience a plus; not required
- HR & Employee Benefits Experience
- Government funding experience

### **Primary Responsibilities:**

- Ensuring all accounting records are maintained and consistent with GAP and ensuring required internal control protocols are followed.
- Provide leadership with timely reports.
- Manage the integrity of the all AR & AP ensuring an accurate and timely P&L.
- Monthly reconciliations ensuring accurate P&L and Balance Sheet.
- Maintain, analyze, and monitor the general ledger for all funds.
- Manage the preparation and analysis of financial reports including proscribed 'standard of work' expectations from Finance Committee members.
- Establish and maintain control over incoming and outgoing cash, within department procedures. Provide direction and vision to staff on proper procedures for a variety of processes and ensure accountability with timely follow-up.
- Contribute to a culture of high-standards that build community trust.
- Contribute to the building and maintenance of positive relationships with vendors and partners such as auditors, banks, investment broker, etc...
- Acts as primary contact for all employee benefit vendor relationships; internally and externally.
- Primary contact for annual audit: pre-work, site-work and analysis of findings.
- Remain current in accounting regulations and trends.
- Attend meetings of Board of Directors as requested.
- Lead finance committee and report on monthly P&L/Balance Sheet
- Oversee completion and support your aide, when needed, in government grant applications and reimbursement requests. Ensuring all revenue is captured. These include but are not limited to CACFP, SFSP, WI After 3, CLC, WI Shares and OJP.
- Work with contracted HR partner to effectively manage UKG HR software.
- Work slowly to utilize more functionality of UKG overtime to bring antiquated process up to speed.
- Execute all payroll functions & manage all employee benefit matters.
- Ensure all policies remain updated and associates are up to date on all policy changes.
- Prepare annual budget with the CEO for Board approval and monitor the budget regularly - recommend changes as needed to match income and expenses.
- Work with department heads to establish guidelines for budgeting and financial reporting and limiting spending.
- Ensure compliance with legal federal and state regulations.

### **Secondary Responsibilities**

- Print checks, printing invoices, filing, mailing and postage.
- Serve as the reporting secretary for these committee meetings, producing timely meeting minutes to all members.
- Ensure departmental and program specific budgets are established and property monitored at all levels.
- Assist with cash handling at special events, as needed.

- Complete the Boys & Girls Clubs of America annual report.
- Maintain current accounting procedures manual.
- Assist CEO in monitoring and documenting progress in strategic plan.
- Coordinate annual safety audit with support of DOO. Report remediation plan.
- Positively influence the team by fostering a positive work environment.
- Track employee professional development.
- Maintain confidentiality in an appropriate manner.
- Mandated child abuse reporter.
- Manage and support all development efforts including special events.
- Any duties required to support the mission and operations of the organization.

**Physical and Mental Requirements:**

- Must be able to sit for long periods and work on a keyboard.
- Must be able to lift up to 50 pounds.
- Must be able to think clearly and concisely.
- Must be able to go up and down stairs.

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.