



## POSITION DESCRIPTION

Director of Finance & Controller	
Department: Chief Financial Officer	Status: Regular Full-time, Exempt
Reports to: Director of Finance & Controller	Last Reviewed: December 2022
Titles reporting to this role: Senior Accountant, Accounts Receivable and Grants Accountant, Accounts Payable Specialist and Accounting Clerk	Next Review Date: March 31, 2023

### *Position Summary:*

The Director of Finance & Controller is responsible for directing the daily operations of the Finance Department, including accounts payable, accounts receivable, general ledger, daily cash management, fund accounting, budgeting, financial reporting and analysis, and coordination of audits. The Director is also responsible for implementing a management and reporting system for organization contracts and grants, serving as a key link between fiscal, resource development, and program staff. The Director will support the CFO in the implementation of agency strategic plans.

### **Essential Duties and Responsibilities**

Include the following, other duties as assigned:

#### *General Duties*

Responsible for entering, or reviewing and approving agency financial transactions while ensuring data accuracy, including transactions associated with balance sheet account items. Monitoring daily cash activities while providing status reports to corporate officers. Analyzing procedures, processes, and systems for the department to improve data accuracy and compliance.

#### *Accounts Payable/Purchasing*

Responsible for supervising Accounts Payable functions and Purchasing functions in order to ensure accurate and timely processing and recording.

#### *Accounts Receivable*

Responsible for supervising Accounts Receivable functions to ensure accurate and timely processing and recording, while monitoring collection efforts on outstanding receivables.

#### *General Ledger*

Responsible for entering, or reviewing and approving agency financial transactions while ensuring data accuracy. Identify and resolve, or obtain reasonable explanations for, deviations or variances from budgeted or historical trends. Reconcile and/or review reconciliations of general ledger account balances, and prepare or review periodic financial analyses and reports.

#### *Financial Statements*

Review program and department financial statements and follow-up on all material variances from budget with Directors and/or VPs. Prepare agency financial statements on a quarterly and annual basis.

#### *Annual and Funder Audits*

Responsible for preparing annual audit schedules for external auditors in order to complete the audit timely. Prepare and/or review drafts of required audit reports and 990 forms.

#### *Annual and Funder Budgets*

Responsible for leading/managing the Agency budgeting process as well as grant-specific budgeting process with Senior Management and Program Directors.

#### *Financial Projections*

Responsible for obtaining projection information from departments and programs to prepare an Agency-wide projection and performing analysis as requested by CFO.

#### *Program and Contracts/Grants Accounting and Reporting*

Responsible for assisting in evaluating new and renewal funding opportunities, creating/executing management plan for new restricted funding opportunities, serving as the primary fiscal contact in response to funding parties, and developing/enforcing procedures to prepare all public and restricted private funding budgets.

#### *Tracking*

Responsible for monitoring expenses while communicating with departments/programs and providing assistance to Accounts Receivables and Grants Accountant to resolve underpayments due to ineligible activities.

#### *Monitoring Full Grant Funding Utilization*

Responsible for ensuring timely submission of expense reports and vouchers to funding organizations, reviewing and communicating with program directors/VPs on grants utilization and/or variance, determining budget revision submissions, and ensuring timely response to external auditors and monitors' requests.

#### **General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to perform the essential functions.

#### **Education/Experience:**

Bachelor's Degree in Accounting plus seven years minimum experience is required. CPA designation is preferred. Work experience preferably in the nonprofit sector. Supervisory experience required.

#### **Language Skills:**

Bilingual in Spanish preferred.

#### **Computer Literacy & Knowledge Skills Abilities:**

Minimum intermediate proficiency with Microsoft Word and Excel is essential. Experience with general ledger software application is essential. Experience with Fund EZ accounting application is helpful.

#### **Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Ability to work with

mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Operating Environment and Working Relationships:**

This position works collaboratively and routinely with programs, departments and agencies.

**Decision Making Authority:**

Exercises discretion, independent judgment in executing tasks.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

**Employee Signature/ Firma de Empleado:** \_\_\_\_\_

**Date/ Fecha:** \_\_\_\_\_