

 **JOB DESCRIPTION**

**POSITION TITLE:** Director of Finance

**EXEMPTION STATUS:** Exempt

**JOB RELATIONSHIPS**:

Reports to: Executive Director

Supervised by: Executive Director

Personnel supervised: Accountant, Accounts Payable Administrator

Interrelationships: AFC staff members housed at all locations, AFC Board of Directors members, client children and families, members of the multi-disciplinary team, community leaders/volunteer, donors/supporters of AFC.

 **Summary**:

The Director of Finance provides both operational and programmatic support to the organization, supervises the finance department, and is the primary financial spokesperson for the organization. This position is a member of the senior management team. Activities include, but are not limited to, all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs, securing of funding, and financial reporting.

**Job Duties/Essential Functions**:

* Support the overall mission of Alliance For Children and each program within the agency by working collectively with other management team members, demonstrating and modeling a positive, collaborative working environment.
* Develop, implement and maintain a sound system of internal controls and operational accounting policies and procedures in accordance with GAAP to ensure integrity of financial records and reports.
* Develop and manage agency’s annual operating and capital budgets in conjunction with the Executive Director and department Directors.
* Develop and manage local/state/federal grant budgets as well as private/foundation grants.
* Oversee the management and coordination of all fiscal reporting activities for the agency including financial statements and reports to funding agencies and foundations.
* Report information on AFC’s endowment fund for oversight to the Endowment and/or Finance Committee
* Act as lead staff liaison to the Board of Director’s Finance & Facilities Committee, coordinating, attending, and reporting at monthly meetings.
* Manage treasury functions including banking, investments and debt management as applicable.
* Manage organizational cash flow and forecasting.
* Supervise Finance Department staff, including determining workloads and schedules, evaluating staff performance, providing training and making hiring, promotion and disciplinary recommendations.
* Act as lead for additional funding strategies such as Community Development Block Grants and New Markets Tax Credits.
* Manage Annual and Single Audits as well as federal tax filing requirements.
* Meet regularly with the Executive Director for supervision and department oversight.
* Meet regularly with senior management team and Executive Director to ensure cohesion and teamwork.
* Perform other duties as assigned by Executive Director.

**Knowledge/Skills/Abilities**:

* Bachelor's degree from an accredited college or university in accounting, finance or related field required. Master’s degree and/or CPA preferred.
* Minimum of five years' direct accounting and nonprofit management experience preferred.
* Knowledge of nonprofit accounting, tax, and audit requirements in accordance with GAAP.
* Knowledge of government regulations related to grants at the local, state, and federal levels.
* Knowledge of general office software, including MS Office and Blackbaud preferred.
* Strong organizational skills; self-starter.
* Communicate effectively in both written and verbal form.
* Able to manage monthly reporting deadlines.
* Must have valid driver's license and proof of liability insurance.
* Must successfully complete criminal and civil background checks.
* Able to maintain confidentiality and present in a positive, professional manner at all times.
* Able to maintain composure and professionalism under pressure of deadlines.
* Regular and reliable attendance.
* Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

**Physical Requirements:**

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects and reach overhead. Able to operate a telephone and computer. Ability to lift up to 20 lbs. Moderate independent travel by private auto required.