



**Finance Director**  
**Job Description /**  
**Physical Requirements and Potential Hazards**

Supervisor(s): Executive Director	EEOC code: 1	Effective Date: 4/1/2012	Requirements: Pass a criminal background check; valid driver's license; valid auto insurance; <b>COVID-19 vaccination required</b>
FSLA Status Exempt	L & I code: 5308	Revision Date:	
Supervises: Finance Department Staff	<b>\$84k to \$96k annual salary DOE</b>	6/2/2014; 1/7/2022	

**SUMMARY**

Responsible for directing the fiscal functions of the Agency in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board, the Securities and Exchange Commission, other regulatory and advisory organizations and in accordance with appropriate financial management techniques and practices. The Finance Director will direct his/her own internal staff and will oversee the agency in the absence of the Executive Director. The Finance Director will define the process and implement the infrastructure or systems to support substantial growth of the organization. The Finance Director will continue to build and maintain effective and streamlined administrative/financial systems, including internal controls, separation of duties, cost allocation plan, fiscal policies and procedures, procurement policies. The Finance Director is responsible for overseeing a \$12 million + budget and assuring that all expenses are paid in a timely manner including the local, state and federal taxes. The Finance Director is responsible for monthly, quarterly and annual reporting to the funding sources. The Finance Director will prepare program budgets, the Agency budget and will prepare financial reports for the Board of Directors.

**RESPONSIBILITIES**

The Fiscal Director is a member of the Executive Leadership Team and manages all financial functions including: accounting, billing, reconciling, budget development and tracking, financial operations, finance personnel management, insurance coverage, management of legal requirements and develops projections on individual project budgets, grant budgets, and capital improvement budget.

**ESSENTIAL DUTIES and EXPECTATIONS**

- Oversee all accounts, ledgers, financial software and reporting systems ensuring policies and procedures are in compliance with appropriate GAAP standards and regulatory requirements. Ensure the maintenance of financial records and recordkeeping systems, including grant/fund accounting, to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
- Expertise in fund accounting with knowledge of State, Federal and County funding



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- Directly supervises employees in the accounting department; currently at three staff members who are relatively new to the Agency, a senior accountant, a staff accountant and an accounts payable specialist.
- Manages the annual audit process for the Agency
- Forecast, plan, develop, and organize fiscal budgets. Implement, direct, and evaluate the organization's fiscal performance.
- Participate in the development of the agency's plans and programs as a strategic partner.
- Prepares reports or directs preparation of reports summarizing agency's or department's current and forecasted financial position and reports required by regulatory agencies.
- Develop plans to address areas of opportunity within the Agency's financial health and financial processes. Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of OlyCAP's financial status.
- Enhance and/or develop, implement, and enforce financial policies and procedures of the organization through systems that will improve the overall operation and effectiveness of the Agency.
- Analyzes accounting records to determine financial resources required to implement programs and submits recommendations for budget allocations.
- Continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.
- Work closely with Agency leadership to:
  - a) maintain, analyze, and interpret general ledger for all funds;
  - b) manage the preparation and analysis of financial reports on a monthly and as needed basis.
  - c) develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Participate in regular leadership meetings to discuss direction of the Agency and present financial data. Communicate clearly and directly with managers and employees concerning fiscal performance expectations and accountability. Oversee an



inclusive process to establish an annual operating budget for the Agency.

- Provide staff training in the areas of budget development, budget management, fiscal accountability, finance procedures and more. Develops employees for future advancement when possible.
- Keeps current on program regulations, requirements and funding provisions.
- Understand the Financial Software (MIP) and keep up to date on revisions.
- And other duties as assigned.

## **RELATIONSHIPS**

Internal: Maintain contact with the Executive Director and Program Directors to provide technical assistance in matters of financial operations; interact regularly with Executive Director and the Board to develop fiscal policies and budgets, and to present regular reports in an advisory capacity. Direct, consult and counsel Agency employees, Board members, volunteers, and community members in all financial aspects as needed.

External: Maintain contact with external auditors, vendors, insurance carriers, and other groups.

## **MEASURE of PERFORMANCE**

Quality, accuracy, timeliness, reliability, and thoroughness of work performed. Gains the trust and respect of the Board, leadership team and staff. Excellent communication skills. Responsive to the requests and information needs of the agency. Exemplary leader. Soundness of business decisions made. Problem solver. Creative thinker. Team player, committed and loyal to the agency. Maintains confidential information.

- Performance continually results in clean audits and “unmodified” opinions by external auditors.
- Develops, revises and monitors successful compliance with Financial Policies of the agency.
- Reporting accurately, timely, and in a manner non-accounting individuals can easily read and understand.
- Budgets monitored continuously for over/under spending.
- Appropriately plans for needed budget adjustments.
- New grants and contracts reviewed for compliance.
- Submits accepted Audit prior to deadline.
- Inputs in-kind and donations on a timely basis.



## **QUALIFICATIONS**

A fiscal director must be a certified public accountant or have, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field. Must have a thorough knowledge of fund accounting and accepted accounting procedures and principles.

To perform this job successfully, an individual must be able to perform each essential duty to meet expectations. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

CPA Preferred, Master's degree (MA) or equivalent in accounting, business or management; or seven to ten years related experience and/or training; or equivalent combination of education and experience in budgeting, reporting, fund accounting or business. A minimum of three years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience with a minimum budget of at least five million dollars.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective presentations to the Board, Management and Policymaking group.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.



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**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Walking			X		
Standing			X		
Running		X			
Bending or twisting		X			
Squatting or kneeling	X				
Reaching above shoulder level	X				
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks		X			
Driving heavy duty vehicles	X				
Using foot controls	X				
Repetitive motion of hands/fingers			X		
Grasping with hand, gripping	X				
Lifting/carrying 10-25 pounds			X		



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	NA	NE	O	F	C
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling	X				
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance	X				
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)				X	
Distinguishing colors	X				
Hearing conversations or sounds			X		
Hearing via radio or telephone				X	
Communicating through speech					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				



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	NA	NE	O	F	C
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?  
 Potential stressful situations due to financial constraints.

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date