

United Way of the Midlands Job Description

Job Title: Finance Director

EXEMPT:	YES	JOB CODE:	ACCTGMGR
REPORTS TO:	VP ADMINISTRATION AND FINANCE/CFO	DIVISION:	ADMFIN
		DEPARTMENT:	400

SUMMARY: Developing, implementing and maintaining financial policies and procedures to ensure accurate and transparent financial reporting, maximum operational effectiveness and efficiencies, and high quality customer service to both internal and external stakeholders. This includes supervising and developing assigned staff, recommending improvements in workflow and/or operations, and partnering with senior management to provide strategically-oriented change leadership in a manner consistent with the organization's mission, vision and core values.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Other duties may be assigned.

Ensure internal and accounting controls are in place to protect the organization's assets. Develop, enhance and document administrative practices, policies and procedures.

Assist in the annual audit with independent auditors. Evaluate audit findings and recommendations reported by external auditors. Develop appropriate audit responses and recommendations for corrective action as needed.

Ensure required tax returns and governmental reports are prepared accurately and timely.

Prepare other reports/analyses for senior management as requested.

Maintains accounting journals and ledgers, reflecting the financial transactions on an accrual basis.

Maintains and reconciles the general ledger, subsidiary ledgers and journals.

Processes allocation journal entries and designation payouts.

Supervises employees involved in the maintenance of the central accounting records, including accounts payable, pledges receivable, the annual campaign, payroll and data entry clerks. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Review performance and provide needed counseling and mentoring to increase present performance to desired levels and achieve organizational strategic plan.

Maintains fixed asset records for all equipment. Initiates new records, as necessary, and handles depreciation through acceptable accounting methods.

Examines for propriety, classifies as to proper account and journalizes financial transactions on a daily basis. Insures all journal entries are properly supported. Balances and closes journals and ledgers on a monthly and year-end basis. Journalizes adjustment and reversal entries. Opens new ledger accounts as appropriate.

Reviews the bank statement reconciliation and investment statements with the appropriate cash records and forwards to the CFO for approval. Receives debit advice that accompanies all returned checks or credits and journalizes the necessary adjustments.

Reconciles cash receipts to bank deposits. Balances cash control sheets on a monthly basis to check registers.

Prepares and distributes 1099 forms annually.

Prepares the quarterly sales tax reports.

Maintains inventory and prepaid accounts and prepares periodic reports.

Identify, oversee and/or support departmental special projects that enhance the productivity, efficiency and accuracy of Finance Department or other organizational functions.

Partner with the CFO to provide strategically-oriented change leadership to the organization. Performs such other functions as directed by the CFO or executive management.

QUALIFICATIONS: 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 enable individuals with disabilities to perform the essential functions.

Bachelor's degree; CPA preferred.

At least 5 years supervisory experience.

Experience in nonprofit accounting.

Proven ability to work under pressure, meet prescribed deadlines and handle multiple assignments simultaneously.

Ability to maintain confidentiality of donor, payroll, and other sensitive information of the organization.

Good communication 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.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standards exist. Ability to interpret a variety of instructions furnished in written, oral or diagram form.

Ability to operate a personal computer in the Windows operating system with operating knowledge of word processing and spreadsheet applications.

Ability to work with staff, donors, volunteers and other stakeholders in a cooperative manner.