

Finance Director

Dept/Div: *Finance*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional and difficult administrative work planning, organizing and directing the financial activities of the Agency, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the CEO/Executive Director. Departmental supervision is exercised over Accounting Technician.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Develops budgets for varied and complex programs, prepares monthly variance reports for management, and presents quarterly reports with narrative to the Board explaining results and answering questions.
- Performs supervisory duties, including assigning and directing work, training; inspecting work; evaluating performance; administering discipline if needed; coaching and/or counseling and developing staff schedules.
- Act as backup to Accounting Technician for payroll and accounts payable.
- Reconciles the general ledger for varied and complex programs, along with fixed asset tracking; distributes monthly specialized reports to appropriate staff.
- Prepares and submits required program reports to oversight agencies including: budgets and year end results to Rural Development; monthly Capital Fund reporting to HUD; Public Housing Operating Subsidy Calculation to HUD annually, and monthly VMS reporting for the Housing Choice Voucher Program to HUD.
- Reviews management company financial reports monthly for independent living senior buildings; reviews the related Trustee monthly bank statements insuring bond compliance; meets monthly with management company to discuss financial and operating issues with the buildings; prepares debt service coverage ratios and reports to invested entities.
- Acts as fiscal agent for Families and Individuals Sharing Hope (FISH); prepare budget reports, file Federal IRS form 990.
- Works closely with auditors, including completion of requested to-do list before audit fieldwork; assistance during and after fieldwork, and preparation of the Management Discussion and Analysis section for the financial statements.
- Maintains adequate insurance coverage for the agency through various providers.
- Manages employee benefit programs including health care package, supplemental insurances, Section 125, COBRA, etc.
- Prepare and send out year-end reports/forms for employees (W-2, ACA Notice, etc.).
- Participates as a member of the management team; provides and receives feedback on matters brought forth; serves in a backup capacity in Executive Director's absence.

Finance Director

Knowledge, Skills and Abilities

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of rural development and housing programs; ability to evaluate financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with associates, governmental officials and the general public.

Education and Experience

Bachelor's degree with coursework in accounting, business, finance, or related field and considerable experience in accounting department management, or equivalent combination of education and experience. Preferred experience 5 or more years in public sector accounting department management; CPA or Master's Degree in accounting, business, finance, or related field; accounting for publically assisted housing programs.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 01/08/2018