

# **Capital Area Community Services, Inc. Lansing, Michigan – Finance Director**

## **General Summary**

The Director of Finance reports to the Executive Director and provides the Program Directors, Executive Director, and Board of Directors with relevant financial data necessary for budgetary and financial purposes and decisions. The position oversees the efficient and timely performance of the Finance Department. Bachelors Degree in Finance or Accounting is required, Masters in Finance or Accounting is preferred. CPA credential is highly desirable.

## **Essential Duties and Responsibilities**

Supervise the Finance Department processes and its staff including evaluation and development of staff to comply with best practices and future needs  
Ensure filing of all Federal, State, and local reports and forms  
Develop a succession plan for all positions of the Department  
Ensure appropriate internal control procedures are in place to maintain safety and integrity of agency assets  
Prepare accurate and timely financial and other reporting as required for internal management and/or funding sources.  
Coordinates preparation of the Agency's financial statements in accordance with Generally Accepted Accounting Principles (GAAP)  
Prepare and submit all federal grant award financial reports and federal cash drawdowns  
Assists Program Directors in identifying and addressing budget variances  
Provide financial reports, support, and guidance to the Board Audit, Budget and Finance Committee in analyzing the Agency's financial position  
Oversee the timely and accurate payment of all Agency liabilities  
Oversee the timely and accurate collection of all Agency receivables  
Oversee the timely and accurate Agency payroll process  
Oversee employee benefits, including negotiating renewals with plans and carries  
Assist Program Directors in the preparation of budgets and grant applications  
Maintains a positive liaison with auditors, funding sources and stakeholders  
Maintains a thorough understanding of funding source rules and regulations  
Maintains a thorough understanding of Agency Policies and Procedures  
Develops and maintains the Agency Financial Policies and Procedures Manual  
Oversees the annual Agency audit process and responds to inquiries from the auditors  
Facilitates communication between the auditors, Agency staff, and the board of directors  
Prepares the annual Agency budget, indirect cost rate proposal and annual cost allocation plan  
Recommends and assists in the installation of new or modified accounting systems, procedures, terms and other financial and administrative matters  
Other duties as assigned

## **Qualifications**

Bachelors Degree in Finance or Accounting is required, Masters in Finance or Accounting is preferred. CPA credential is highly desirable.

## **Required Skills and Experience**

Five or more years of experience managing the financial operations for a nonprofit organization of at least \$10 million in annual revenue including:

Analyzing and interpreting highly complex financial data  
Budgeting and accounting for grant-funded programs  
Head Start programs and their financial performance requirements  
Working with the Federal Uniform Grant Guidance  
Overseeing and maintaining agency policies such as the Financial Procedures Manual and the Cost Allocation Plan  
Managing accounts receivable and collecting outstanding reimbursements  
Managing accounts payable and the related tax reports  
Managing the payroll function and the related tax reports  
Managing employee benefits, negotiating renewals with plans and carriers, and all related processes and reports  
Using Generally Accepted Accounting Principles (GAAP) to prepare Financial Statements  
Working with auditors to complete the Single Audit and Retirement Plan Audits  
Writing Requests for Proposals (RFP) for goods and services  
Negotiating business insurance policies  
Familiarity with MIP/Abila Fund Accounting, including EWS and Microix is highly desirable

## **Physical Requirements**

Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion

Follow universal safety precautions

*Physical, drug screen, and background check is required.*

*Capital Area Community Services is an equal opportunity employer.*

## **How to Apply**

Position open until job is filled. Apply at <https://cacsinc.applicantpro.com/jobs/>