

## **JOB DESCRIPTION**

**JOB TITLE:** Financial Director

**DEPARTMENT:** Finance

**SUPERVISES:** Payroll Manager, Accounts Payable Clerk

**REPORTS TO:** Executive Director

### **POSITION SUMMARY:**

The Financial Director is part of the senior management team and serves as the chief financial officer for the organization. Reporting directly to the Executive Director and working collaboratively with all department directors. This position directs the fiscal operations and activities of the organization through its assigned managers. This position is responsible for effective oversight and management of finance and accounting, grants compliance, budgeting, treasury and facilities management functions. As a key member of the executive team, provides leadership and expertise in the development and monitoring of financial strategies to achieve organization goals. Responsible for development and management of systems and practices which ensure compliance with federal funds management requirements, GAAP accounting and reporting standards, IRS requirements, and best practices in financial management for non-profit organizations. Works closely with the Finance and Audit Committee of the Board of Directors, providing leadership in development and implementation of key financial, investment, and risk management policies, and identification, exploration, and resolution of high level financial choices and challenges.

The Finance Director also supervises the technical accounting staff performing AP, AR, grant reporting, and payroll. Must be a strong leader and demonstrate effective communication skills and adherence to the highest ethical standards. He or she will be respectful of the diversity represented within the Community Action workforce, as well as the larger community constituency. This individual must embrace collaboration and have a keen sensitivity to the critical need for senior management staff to have accurate and timely financial information for development and monitoring of financial strategies which promote sustainability.

### **ESSENTIAL DUTIES**

Ensure continuous effective operation of comprehensive financial management systems, including all accounting, payroll, grants management, budgeting, and reporting functions.

Continuously monitor and improve internal control systems and practices within the COSO framework to ensure effective risk management and compliance with federal and other grants compliance requirements.

Prepare timely, accurate detailed monthly financial reports for the Board of Directors, Head Start Policy Council, CEO, and department directors.

Ensure timely submission of accurate reporting to grant and contract funding sources and effective monitoring and management of grants and awards receivable balances.

## Chippewa-Luce-Mackinac Community Action Agency

Ensure effective preparation for the annual independent audit of the financial statements including preparation for A-133 audit procedures, and for periodic audits and financial monitoring by funding sources. Maintain all records in a suitable manner to comply with and facilitate multiple audits and inspections. Ensure timely and adequate response and process modifications to audit findings and/or recommendations.

Provide effective management of treasury related functions including banking relationships, lines of credit, cash flow planning and management, oversight of investments within the guidelines providing by Board approved investment policies. Provide leadership and support to the CEO and other members of the Executive Leadership Team in the development of useful tools for budget development and monitoring including development of the comprehensive agency-wide operating budget, capital budgets, grant and contract budgets, and multi-year financial projections.

Ensure that budget goals are met by: analyzing budget variances and working collaboratively with department directors to determine action needed to address revenue shortfalls or cost overruns; analyzing spending patterns and determining actions needed for cost savings.

Establish/maintain/update written procedures for competitive cost-effective purchasing; ensure that all purchases are necessary, allowable, reasonably priced and appropriately discounted. Ensure compliance with OMB A-110 procurement requirements.

In collaboration with the HR Director, ensure compliance with all accounting and reporting requirements relating to employee benefits.

Oversee risk management functions. Ensure adequate cost-effective insurance to prudently cover all of the affairs of the organization, including property loss, liability, directors and officers' exposure.

Oversee/Coordinate activities of the Facilities Manger to ensure adequate maintenance and repair of buildings, grounds, vehicles, related equipment and inventory control systems for preventative maintenance of equipment, including repair and replacement/disposal.

In conjunction with the Director of Human Resources, ensure the OSHA/Safety related duties of the Facilities Manger are maintained and compliant.

Oversee designated department staff the computer network design, maintenance, upgrade and service contracts; maintain telephone network system and ensure compliant financial and administrative record security controls to adequately protect access to sensitive information whether in paper form or maintained within computer systems.

Hire and supervise department personnel in accordance with the mission, vision and values of CAO and its' personnel policies to ensure staff feel valued and recognized for performing accounting, network systems and facilities activities and remain connected to CAO's mission.

Other duties or special projects as required

### **CONTACTS:**

Immediate peers, peers in other departments, immediate supervisor/manager, managers in other departments, executives, Board of Directors, customers and outside vendors/service providers.

**ADDITIONAL RESPONSIBILITIES:**

- Local and out of area travel required
- Flexible working hours on an occasional basis.

**MINIMUM QUALIFICATIONS**

BA in Accounting, Finance or a related field (CPA preferred), with a minimum of five years of professional accounting/chief financial systems experience in a non-profit setting with multiple programs and multiple funding sources and involving a high degree of interpersonal interaction and supervision of technical, accounting and operations staff. Must possess a deep knowledge of GAAP Accounting and federal financial management requirements; be bondable and possess strong computer and data base skills in a Windows ®-based environment, including proficiency in integrated accounting systems such as Blackbaud Financial Edge or SAGE MIP, Fundware or MAS 90 configured to track multiple restricted funding sources. Experience and proficiency Blackbaud Financial Edge and ADP for Payroll strongly preferred. Must be able to establish and maintain effective working relationships with co-workers, supervisors and the general public. Must maintain confidentiality. Will be required to pass criminal history check. Must have valid Michigan driver's license, an acceptable driving record and reliable transportation.