



Position Title: Director of Finance

Reports To: President and CEO

Effective Date: 11 January 2017

Position Summary:

The Director of Finance performs a wide variety of high level accounting, budgeting and financial reporting functions. This position oversees the day-to-day operations of the Finance Department, including direct supervision of the finance team members.

The Director of Finance also ensures that Grace Hill has the systems and processes in place to support effective program implementation, conduct flawless audits, and maintain compliance with all contracts and regulatory entities. The Director of Finance works closely with the senior leadership team to provide education on finance, accounting and budget procedures; and also to ensure the Finance function is supporting programs in the most effective and efficient manner.

Job Requirements and Qualifications:

Minimum Required Education:
Bachelor's Degree in Accounting

Minimum Required Experience:
3-5 years working in the Non-Profit sector; and
3-5 years working with federal government contracts.

Preferred Education:
Master's Degree in Accounting

Preferred Experience:
5+ years working in the Non-Profit sector;
5+ years working with federal government contracts; and
Experience working with Great Plains software.

Licenses/Certifications:
CPA certification required.

Other Skills Required:

- Ability to manage multiple programs concurrently.
- Ability to effectively communicate information and ideas both orally and in writing.
- Ability to foster teamwork; train, supervise and direct the work of staff members.
- Excellent organizational skills, including the ability to work productively and make decisions.
- Thorough knowledge and understanding of Generally Accepted Accounting Principles (GAAP), Non-Profit accounting rules and practices, and the Uniform Guidance Code of Federal Regulations.
- Proficient in using Microsoft Office applications (Microsoft Word, Excel, PowerPoint and Outlook).
- Serves as a representative of Grace Hill, displaying courtesy, tact, consideration and discretion in all interactions with Grace Hill team members, clients, school system staff and faculty, grantors, funders, regulators and members of the general public.

Supervisory Responsibilities:

This position has direct supervisory responsibility for members of the Finance Team, currently four persons.

Fiscal Responsibilities:

This position has full responsibility for ensuring the agency-wide budgeting process is complete and accurate; manages cash flow and investments; and manages all aspects of financial reporting.

Working Conditions / Environment:

Standard work hours are Monday – Friday, 8:00am – 5:00pm.

Occasional evenings and weekends are required, in order to meet agency deadlines and/or attend required agency functions/events.

Essential Duties and Responsibilities:

1. Manage the day-to-day operations of the Finance Department, which includes the reporting of accounts payable, payroll and accounts receivable. Direct, organize and lead the finance team, including the development and delivery of in-service training.
2. Oversee and ensure compliance with GAAP, agency policies and procedures, and the policies and procedures of all funding agencies and/or contract funders. Identify actual and potential issues, advising the CEO timely and participating in full resolution.
3. Ensure completion of all agency budgets, providing direction as needed and required. Monitor the preparation of program budgets; assist with preparation and review of departmental budgets and major program proposal budgets.
4. Manage cash flow and investments; submit options and coordinate investment strategies for the Investment Committee and the Finance/Audit Committee.
5. Oversee and manage financial reporting to management, boards and committees, funding agencies and the governmental agencies.
6. Review and administer contracts. Working with Program Directors, oversee and manage preparation of contract summaries and the submission of reports to funding agencies, in an accurate and timely manner.
7. Manage tax matters and advice when outside consulting is needed.
8. Manage the financial and data requirements for facility construction.
9. Participate in overall agency planning and program development. Participate in all board meetings and related committee meetings. Work with the Board Treasurer, the Investment Committee and the Finance/Audit Committee.
10. Maintain relationships with external funding agencies. Serve as the liaison with all auditors.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.