

## Director, Finance

<b>Job Title:</b> Finance – Director, Finance	
<b>Department:</b>	Finance
<b>Location:</b>	Cleveland
<b>Reports To:</b>	CFO
<b>Direct Reports:</b>	Manager, Finance
<b>Full or Part Time Status:</b>	Full Time
<b>FLSA Status:</b>	Exempt
<b>Standard Work Schedule:</b>	8:30 a.m. – 5:00 p.m., Monday through Friday. May be required to work outside of standard schedule.

### Purpose of Position:

The Director of Finance contributes to the overall success of the organization by effectively managing all financial tasks for the organization and Agency Services in conjunction with the CFO.

### Duties and Responsibilities:

#### Essential Job Functions/Key Accountabilities:

- Develop and maintain timely accurate financial statements and reports that are appropriate for the users and in accordance with *Financial Accounting Standards Board (FASB)*.
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Work in coordination with the Finance Team for requirements of the annual audit and liaison with the Board’s Audit Committee and external auditors as directed.
- Monitor the documents that are maintained to support the information for all financial transactions.
- Monitor and develop upgrades as needed to the financial accounting system for cash management, accounts payable, accounts receivables, and credit control.
- Reconcile bank and investment accounts with CFO.
- Review monthly results and implement monthly variance reporting.
- Manage cash flow and prepare cash flow forecasts.
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivables and payroll.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation and all filings.
- Manage the acquisition of capital assets and ensures assets are properly recorded, amortized, and disposed of.
- Prepare annual charitable return in timely manner.
- Establish guidelines for budgets and forecast preparation and prepare the annual budget in consultation with the CEO, CFO, and leadership.
- Oversee all payroll function to ensure employees/agency services are paid in a timely accurate manner, reviews all payroll related tax filings, and back up payroll processing if needed.
- Responsible for oversight of maintenance of Accounting System.

*The statements contained herein reflect general details as necessary to describe the principal functions of the job, level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Duties, responsibilities and activities may change at any time with or without notice.*

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- Act as payroll systems administrator in collaboration with HR Department (HRIS functionality).

### Other Duties:

- Other responsibilities as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### Qualifications:

#### Required Education and Experience:

- Minimum Bachelor's degree in Accounting, Business Administration, Finance, or related degree.
- Master's degree preferred, MBA/CPA.
- Minimum 5-7+ years of overall experience; broad financial experience.
- Experiences with all aspects of financial data, reporting, and auditing coordination for a division or significant programs.
- Successful track record in setting priorities; keen analytics, organization and problem-solving skills which support and enable sound decision making.

#### Specialized Knowledge, Skills & Abilities (KSA):

- Technology savvy with experience
- Leadership and insightful management experience
- Analytical and creative problem solving
- Excellent oral and written communications skills
- Proactive, flexible and team player
- Attention to detail and accuracy
- Empathy, thoughtfulness, and energy.

#### Work Environment/Physical Demands (if any):

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential job functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Working conditions are normal for an office environment which includes but not limited to the following:

- Some local travel/occasional overnight travel
- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required
- Occasionally required to stand' walk; sit; use hands to fingers; hand or feel objects; tools or controls; reach with hands and arms; talk and hear
- Employees may need to occasionally lift up to 25 lbs.
- The noise level in the work environment is usually minimal

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