

# **Director of Finance**

## **Full Time Position Available**

### **Job Summary:**

- The purpose of the Chief Financial Officer is to assist the Executive Director in managing the fiscal affairs of Arc EC; to develop and recommend policy, establish procedure and insure implementation in the following areas: accounting, information technology, cash management, budget, property and risk management, employee benefits administration, assist with personnel functions, and local/state/federal compliance management.

### **Education / Experience:**

- Master's degree from an accredited college or university in the field of accounting or related area and 5 years' experience in accounting administration, information systems, benefit administration, risk management, and supervisory experience for a not for profit, or public organization, or previous auditing experience of not for profit organization with knowledge in all; or a Bachelor's degree with 7 years' experience as noted above.
- The minimum number of years of experience as outlined in the minimum education requirements, preferably working with not for profit agency; progressive supervisory experience preferred; listens, reads and writes effectively; advanced verbal, written and computer communication skills required.

### **Qualifications:**

- Must pass Level II Background Screening.
- Must pass drug test.

### **Work Environment:**

- The work environment for this position is typical of any childcare center environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee is frequently required to sit, and reach with hands and arms, and talk or hear.
- The employee is frequently required to stand; walk; use hands to handle or feel; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

### **Essential Job Functions:**

#### **Accounting:**

- Plan, direct, and coordinate the financial administration of the agency.
- Develop and recommend accounting policies and procedures in accordance with GAAP.
- Supervise the Accounting/Benefits Department.
- Plan, prepare for and supervise daily activities.
- Generate, review and approve monthly financial reports, general ledger transactions, bank reconciliation's, and all other required monthly reports.
- Prepare monthly reports for the Board of Directors and present reports at the board meetings.
- Assist the Executive Director in the selection and recommendation to the Board of Directors of external auditors. Work directly with external auditors and any other monitoring authorities.

**Information technology:**

- Select, design, maintain and update the computer application systems and network necessary to maintain proper records and to afford adequate accounting controls and services.
- Day to day network administrator for the LAN system supporting the accounting software.
- Coordinate technical support as needed.

**Cash Management:**

- Develop and recommend policy and procedure for cash management.
- Insure proper investment of funds.
- Develop mechanisms to meet working capital and contingency needs.
- Establish and monitor written system of cash control for all administrative, programmatic and client needs.
- Responsible for taking the deposits to the bank.

**Budget:**

- Work with Executive Director and Program Directors to develop the annual budget recommendation.
- Monitor the budget and compare with projections.
- Periodically review budget for programmatic changes and update budget, as required.

**Property and Risk Management:**

- Develop and recommend policy and procedures for safeguarding and controlling real property, equipment and materials.
- Implement and monitor procedures for property management.
- Assure that Arc EC has adequate automotive, property, liability, professional, life, and directors and officers insurance protection; take necessary steps to obtain competitive insurance coverage as needed.

**Benefit/Personnel Administration:**

- Work with benefit providers in the community to assure agency has a competitive benefit package and annually accept bids to assure continuance of competitive package.
  - Plan, direct, and coordinate benefits administration of the agency.
  - Assist with personnel decisions regarding the following issues: workers compensation, unemployment, payroll, and general policy.
  - Ensure staff attends training and maintain training certifications as needed.
  - Perform other functions, as directed, relevant to the position.
- Create annual calendar of payroll due dates and holidays for staff and management.