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| **Position Title** | Director of Finance | **Salary Grade** | II |
| **Reports To** | President / Chief Executive Officer | **Supervisory Responsibility** | Yes |
| **Classification** | Exempt | **Tier One Required** | No |

**POSITION SUMMARY**

Provides senior level management for a staff of professional specialists and technicians in the Fiscal Unit. Provides overall unit direction and exercises independent leadership and management to ensure smooth day-to-day operations.

**MAJOR RESPONSIBILITIES**

* Responsible for oversight of all day-to-day financial and accounting tasks. Oversee organizational fiscal functions of the organizations by providing senior level management for fiscal staff conducting accounts payable and receivable, payroll, and fiscal grant reporting functions.
* Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate standards and federal, state, and grant-based regulatory requirements. Maintains proper systems and procedures to support effective fiscal implementation and monitoring/audits.
* Responsible for overseeing monitoring/auditing subcontractor financial systems.
* Ensures effective cash flow management.
* Maintains internal control and safeguards for receipt of revenue, costs, program budgets, obligations, and actual expenditures. Maintain sound systems and controls for fiscal grant management tracking.
* Prepares reports of the organization’s financial performance for multiple funders and stakeholders as needed (monthly for grants, etc.)
* Provide for continuous improvement of financial processes that will lead to on-going accuracy and efficiency.

*Financial Strategy and Coordination*

* Sets budgets and works closely with the management team to ensure that revenue and expenditures remain within target and meets programmatic needs.
* Consistently analyzes financial data and presents financial reports, clearly communicating monthly, quarterly, and annual financials. Monitors progress and changes and keeps the leadership team abreast of WDB’s financial status.
* Develops and implements strategies to assess, manage, and minimize any potential financial risks. Develops and enforces policies and procedures to minimize risk and ensure that the organization reports its financial position accurately.
* Provides presentations to the Board of Directors and supports the board’s Budget committee.
* Provides guidance to the Executive Director, Board of Directors, and Leadership Team on financial decisions and planning based on their financial expertise.
* Works closely with managers and directors to ensure successful alignment of finance, HR, and programmatic functions.
* Provides leadership in internal communications with staff at all levels and creates and promotes a positive and supportive work environment.

*Knowledge of*

* Office of Management and Budget requirements for federal funding streams, including grant accounting, reporting, and procurement preferred.
* Or ability to build thorough knowledge of, the rules, policies, and regulations related to the federal Workforce Innovation and Opportunity Act (WIOA) Program’s fiscal and procurement requirements and other grants related to workforce development.
* Principles and practices of non-profit and government grant accounting preferred.
* Accounting, fiscal data analysis, risk management, and forecasting practices.
* Principles and techniques of project management, personnel leadership and supervision.
* Develop and maintain thorough knowledge of program budgeting for programs.
* Accounting and financial management software and the ability to implement new and/or additional systems.

An employee must be able to perform the essential functions of the job with or without reasonable accommodation.

**KNOWLEDGE, SKILLS, QUALIFICATIONS**

* Graduation from an accredited four-year college or university with a Major in Finance, Accounting, Business Administration, or a closely related field; and Five to ten years of accounting/financial experience. Three to seven years of increasingly responsible financial leadership experience.
* Demonstrated experience in financial management and accounting, with experience in managing multiple funding streams. Experience with public accounting and/or non-profits ideally including MIP, nonprofit / government funding.
* OR (1) Additional-qualifying experience on a year-for-year basis within the functional position applied for and covered by this classification may be substituted for the required education on a year-for-year basis. (2) A Master’s degree in a financial-related major or a Certified Public Accountant (CPA) licensure may be substituted for one year of experience.
* Incumbent must be proficient in the use of Microsoft Office applications and possess extensive Excel skills. Must also possess the ability to learn to utilize state workforce development systems/ databases and possess the ability to utilize the Internet to conduct research and obtain data. Candidate must possess strong written communication skills since the position requires significant report writing responsibilities.

**COMPETENCIES/ABILITIES**

**Action Oriented:** Enjoys working hard; is action-oriented and full of energy for the things he/shesees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others

**Intellectual Horsepower:** Is bright and intelligent; deals with concepts and complexity comfortably; described as intellectually sharp, capable, and agile.

**Ethics and Values:** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

**Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.

**Managing Vision and Purpose:** Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.

**Building Effective Teams:** Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

**Political Savvy:** Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organization’s function; anticipates where the land mines are and plans his/her approach; accordingly, views corporate politics as a necessary part of organizational life and works to adjust to that reality; is a maze-bright person.

**Strategic Agility:** Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

and helpful, especially with customers who may be confused or frustrated.

**TRANSPORTATION**   
Reliable transportation and the ability to travel in personal or commercial vehicles as required to accomplish assigned duties. If traveling in your personally owned vehicle, valid vehicle insurance is required.

**WORK ENVIRONMENT**The working conditions are typical of a professional office environment.

**PHYSICAL DEMANDS**

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 occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch or crawl; and talk or hear. The employee may occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee must be able to perform the major responsibilities unaided or with the assistance of a reasonable accommodation.

**OTHER DUTIES**Please note this job description is not designed to cover or contain a complete listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.