



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Director, Finance
<b>WORK HOURS:</b>	Full time: 35 Hours
<b>EXEMPT/NON-EXPEMPT</b>	Exempt, Salaried
<b>REPORTS TO:</b>	CEO
<b>TITLE BAND:</b>	Director
<b>REMOTE ELIGIBLE:</b>	Partial
<b>SALARY RANGE:</b>	\$105,000 - \$115,000

### JOB SUMMARY:

The Director of Finance is a strategic partner reporting to the CEO. The Director of Finance will be a hands-on and participative senior executive manager and will the following areas: finance, business planning and budgeting, human resources, administration, and IT.

The Director of Finance will play a critical role in partnering with the CEO, Board of Trustees and senior leadership team in strategic decision making and operations, as Safe and Sound Sommerset continues to enhance its quality programming and build capacity.

### DUTIES AND RESPONSIBILITIES:

#### Financial Leadership:

- Track important KPIs and analyze trends.
- Forecast return on investment (ROI) for current and future programs.
- Develop and monitor budgets.
- Inform key stakeholders of financial status and investment plans.
- Ensure all financial operations comply with federal and state laws.
- Present monthly, quarterly, and annual financial statements to executives and board of directors.
- Represent the company to investors and public officials.
- Supervise the accounting department to ensure smooth day-to-day transactions.

#### Financial Management:

- Manages all fiscal functions for the agency on a day-by-day basis and ensures all tasks are completed on time.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, consult with external auditors and the finance committee of the board of directors; assess any changes necessary.

- Prepare and oversee annual budgeting and planning process in conjunction with Safe and Sound Sommerset leadership and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
- Oversee and manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.
- Manage multiple funding sources, ensuring compliance with funding requirements as well as organizational policies and procedures.
- Oversee accounts receivable, accounts payable and payroll functions.
- Manage allocation of expenses among programs.
- Oversee purchases, lease, and maintenance of equipment and contracts with vendors, office supplies, and subscriptions.
- Maintain accounting and procedures and ensure compliance with federal and state regulations and guidelines.
- Initiate updates as needed to improve systems and internal controls.
- Coordinate and manage the annual audit and tax return preparation.

### **Cash and Risk Management**

- Manage bank account, investment accounts, and cash flow.
- Oversee various annual insurance renewals and ensure coverage is maintained.
- Maintain fixed assets details.
- Administer federal, state, and private foundation fiscal applications, draws, reports, and compliance.
- Direct procedures and systems necessary to maintain proper records and to ensure adequate internal controls and services that maximize operational efficiency and general business operations.
- Oversee the administrative property management functions, to include, but not limited to, asset management, inventory management, preventive maintenance, procurement, regulatory compliance, and quality assurance.
- Review and recommend improvements for internal processes through regular review of policy and process.
- Foster a positive, inclusive, and collaborative work culture that attracts, keeps, and motivates a diverse staff.

### **Organizational:**

- Provide leadership, oversight, and administration of information technology, human resources, fiscal administration, and contractual services.
- Demonstrates skills and competencies necessary to meet standards of the job responsibilities and functions.

- Performs all duties and demonstrates behaviors and attitudes consistent with the agency's mission and core values.
- Participates in building and maintaining positive and respectful working relationships through effective communication, performance improvement and teamwork.
- Demonstrates cultural competence and provides services without bias. Possess character and reputation; sufficient physical and mental health to satisfactorily perform job duties and maintain regular, punctual attendance.
- Accomplishes individual and team goals/objectives established at onset of employment and/or based on prior performance evaluations.
- Works within agency safety and confidentiality policies and guidelines.

**SUPERVISORY:**

Provide leadership, oversight, and administration of information technology, human resources, fiscal administration, and contractual services.

**QUALIFICATIONS:**

Bachelor's Degree in finance with 5 years minimum experience in non-profit finance. Strong interpersonal and analytical skills. Knowledge and experience in non-profit fund-raising, particularly major gift accounting preferred. Ability to work with and motivate staff, board members and volunteers.

**Requirements of Employment:**

Background Check: Satisfactory result required upon hiring and every 3 years to maintain employment. Must be able to remain in a stationary position at least 50% of the time. Required to occasionally move about inside and outside the office to meet with clients and constituents, and access file cabinets and office machinery, and move boxes and materials, up to 20 lbs. Staff may be required to work outside of their normally designated work hours to include evening hours, weekends, holidays, and overnight shifts.

**Commitment to Equity in Hiring:**

Safe + Sound Somerset strongly values diversity for the benefit of our team, our work, and our collective movement to end violence. Safe + Sound Somerset is proud to be an Equal Opportunity Employer and strongly encourages applicants from racially or ethnically diverse communities, LGBTQ+ communities, individuals with disabilities, and survivors to apply.