

YWCA OF GREATER FLINT
JOB DESCRIPTION

POSITION TITLE: Director of Finance
FLSA: Full-Time/Exempt
POSITION REPORTS TO: Chief Executive Officer

Mission Statement:

The YWCA of Greater Flint is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Position Summary:

Serves as controller and directs the overall financial planning and analysis, internal controls, and financial risk management activities. Manages the preparation and disbursement of timely/accurate financial, and budgetary reports as appropriate. Provides oversight and leadership to the functions of accounting/finance, centralized billing, and payroll.

Duties and Responsibilities (Essential Job Functions):

- Directs and performs financial management of the organization and all related entities, including cash flow, banking, investment, financing and accounting.
- Initiates and facilitates annual budget preparation in coordination with the Chief Executive Officer. Such preparation will include realistic projection of all agency expenses and revenues. Initiates and facilitates the preparation of a revised budget at least one time during the fiscal year, more frequently prepared revisions required when warranted.
- Initiates and facilitates budget and financial data for successful submission of grant proposals. Directs the implementation and provides oversight of grant award budgets and related compliance.
- Measures performances against approved operating plans and standards, and reports and interprets the results of operations to all levels of management. This function includes the design, installation, and maintenance of accurate accounting, cost systems and records, the determination of accounting policies and the compilation of statistical records as required.
- Ensures the integrity of all accounting functions by reviewing and maintaining adequate internal controls, and auditing all internal and external financial reports for adherence to generally accepted accounting principles and policies
- Plans, coordinates, and prepares for year-end audits by an approved, independent certified public accountant and other third-party auditors.
- Oversees preparation of necessary expenditure reports to funding sources and assures adherence to all regulations and standards of duly constituted governmental/regulatory agencies or third-party billing payers. This includes financial and billing reporting procedures, wage and hour laws, ERISA, tax and other State and Federal regulations, laws, and required reporting as applicable to the YWCA and related organizations.
- Works closely with the Finance Committee of the Board of Directors to assure that they understand the status of financial reports and are informed of problems and potential problems needing their attention in a timely manner; to utilize the expertise of the

committee members in the financial planning process; to make financial presentations at all Finance Committee meetings and Full Board meetings as necessary.

- Provides for administration of personnel functions as they relate to the supervision of payroll preparation and payroll related benefits, in accordance with State and Federal regulations, as well as personnel related policies of the organization.
- Ensures that appropriate levels and types of insurance coverage are in effect for all aspects of the agency and reviews such coverage with various levels of management and governing bodies at least annually.
- Serves as a member of senior management.
- Performs other duties as assigned.

Qualifications (Knowledge, Skills and Abilities):

- Bachelor of Business Administration with a major in accounting or CPA, CMA or similar designation/certification, with emphasis or experience in not-for-profit environments is preferred.
- Five years' work experience in accounting is required. Two to three years' experience be in a finance or accounting supervisory or management position, preferably with a non-profit/human service business, is preferred.
- Excellent, demonstrated skills in computerized accounting applications, specifically QuickBooks, as well as Microsoft Office applications.
- Demonstrated experience with contributing to the writing of government grant proposals and carrying out compliance activities of resulting awards is preferred.
- Ability to effectively present, interpret, and explain financial statements and other financial/reimbursement issues to management, governing bodies, and outside sources. Must have analytical and problem-solving skills as well as the ability to work and communicate effectively staff and management within the organization.