



Goodman
Community Center

Job Description: Director of Finance

Revised 2/22

Full-time, Exempt position

Reports to: Executive Director

Responsible for the financial and contractual management for an organization with approx. 50 employees and a \$2,400,000 operating budget.

Financial: Maintain and monitor Center's finances and oversee day to day accounting functions. including:

1. Maintain all official accounting records in conformance with generally accepted government accounting principles and Goodman Community Center's accounting procedures manual.
2. Perform and direct accounting functions necessary to complete daily, weekly, monthly, and yearly accounting cycles.
3. Ensure accurate and timely reporting to all funding sources, Board of Directors and appropriate program/management staff.
4. Exhibits initiative, responsibility, flexibility and leadership
5. Utilize technology to foster a cost effective and efficient financial operation
6. Work with the Executive Director and Department Directors to develop the annual budget process and cost allocation planning. Provide essential information and analyze budget performance and trends to ensure continual improvement of the budgeting process.
7. Develop and monitor program and agency budget. Communicate regularly issues as they arise.
8. Maintain records and procedures year round to ensure a smooth audit prep and timely, efficient audit process.
9. Assist with development and support of all accounting-related policies, procedures, and internal controls for each department and cost center within the Center.
10. Support the work of Program Director's and department Managers by providing specific budgetary information and grant management documentation.

Specific Duties

- Ensure payroll, accounts payable and accounts receivable ledgers accurately reflect agency activity.
- Supervise Administrative Assistant functions supporting accounting
- Develop and maintain a reliable cash flow projection process and reporting mechanisms that includes minimum cash threshold to meet operating needs.

- Verify, prepare and close general ledger accounts by the 1st of every month
- Prepare and maintain wage allocations breakout for shared cost accounting.
- Prepare and/or approve journal entries, and prepare monthly bank reconciliations and resolve any discrepancies.
- Prepare and submit accurate and timely financial reports to funding sources which correspond to agency records.
- Provide reports that are essential to informing management of the current status of all department budgets, including the organizations overall budget.
- Assist the Executive Director in grant preparation as they relate to financial matters.
- Prepare and distribute 1099 statements at the end of the year.
- Facilitate yearly agency audit by preparing required summaries and detail, including files on 990's and state 308 requirements.
- Ensure maintenance of inventory control and record retention systems in compliance with funding source requirements.
- Prepare vouchers, invoices, checks, account statements, reports and other records and reviews them for accuracy.
- Prepares payroll for final submission including, submitting 403(b) payment and reconciles all documentation. Serves as back up for personnel and payroll change entries into payroll system.
- Monitors loans and accounts payable and receivable to ensure that payments are up to date.
- Direct the coordination of customer accounts receivable, including collection efforts, both internal and external.

Contract Management: Prepare financial and other related materials required by funders. Communicate financial contract obligations to programs staff.

Specific Duties;

- Submit accurate and timely financial reports to Office of Community Services.
- Submit accurate and timely monthly financial reports to Community development Block Grant Office.
- Submit timely and accurate financial reporting to all other funders
- Monitor financial contractual requirements and work with appropriate staff to make sure obligations are met.

Office Management:

- In absence of Assistant Center Director and Executive Director, manage day to day operations of center.

Qualifications:

- Degree in Accounting or equivalent experience.
- Experience in nonprofit agency accounting especially with multiple funding sources (grants, contracts, city, county, and federal).
- Strong communication and interpersonal skills
- Highly organized, ability to multi-task and establish priorities.
- Process development and improvement skills
- Ability to maintain organization in a changing environment
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Strong customer orientation

- Ability to plan, delegate, and supervise personnel in a manner which will gain respect.
- Strong computer skills. Must be proficient in MS Office software and possess working knowledge of electronic financial systems. Experience working in QuickBooks
- Excellent interpersonal and communication skills. Ability to maintain effective and respected work relationships with other staff, board of directors and the general public.

Preferred Qualifications:

- CPA certificate
- Document management systems experience
- Experience working within an electronic paperless filing system