Job Description

Position: Director of Finance
Reports To: Executive Director
Direct Reports: Finance Associate
Status: Regular full-time/Exempt

Role Summary

Develop, implement, and manage all finance/accounting, internal control, budgeting, and cash management functions; ensure compliance with all applicable local, state, and federal regulations pertaining to those areas. Make recommendations for and administer all fiscal policies as established by the Board of Directors to protect and grow the assets of the organization.

Essential Duties & Responsibilities:

- Ensure that all accounting functions, including preparation of accounts payable checks, collection of accounts receivable, preparation of monthly and annual adjusting entries, and update of inventory records are performed in accordance with proper accounting procedures.
- Manage monthly and other periodic financial reporting for the company, including executive reporting, cash flow projections, budgets and forecasts.
- Serve as primary contact with external auditor. Perform preliminary work, schedule and assist in audit, and implement auditor recommendations as needed.
- Prepare all payroll transmittals to the outside payroll processor, verify work of outside processor and distribute records of payroll to employees. Verify periodic reports, including W-2s and year-end reports, prepared by outside processor. Maintain all payroll-related files.
- Supervise and ensure the training, development and quality of work for finance staff, including recommendations for hire, preparation of annual goals, staff development, performance reviews, work assignments, recommendations for promotions, merit compensation increases and termination. Schedule and coordinate requests for leave for direct report staff.
- Coordinate, analyze and report the financial performance to Management and Board of Directors (financial performance, projections and other special projects as required)
- Direct overall budgeting process and provide support to management staff in budget development and implementation. Compile departmental budget submissions into organization-wide working budget for Finance Committee and Board of Director's review and approval. Monitor approved budgets and advise on variances, and prepare and monitor cash flow projections on an ongoing basis.

- Recommend, implement and ensure compliance with all internal controls and policies related to financial matters and protection of assets, including bank deposits, handling of cash, preparation of checks, protection of inventory, etc.
- Prepare monthly and annual financial reports for internal use and distribution to the Finance Committee and Board of Directors. Maintain and safeguard all financial records on hard copy and computer backup.
- Recommend and establish relationships with and serve as liaison with all banks and financial institutions.
- Assist Treasurer in preparing for Finance Committee meetings and presentations. Maintain permanent files for Finance Committee meetings.

Essential Skill Set:

- Can direct the monthly, quarterly and annual budgeting and variation reporting to identify areas requiring attention and areas of possible improvement.
- Ability to manage complex finances, developing responsible organizational budgets, monitoring adherence, and formulating long term plans.
- Ability to clearly communicate verbally and in writing with staff, volunteers, vendors, peers, subordinates, patrons, donors, board/committee members, and the public.
- Ability to maintain confidence in the financial information for staff and Board of Directors.
- Ability to use specialized accounting software with proficiency.
- Working familiarity with development and ticket sales software.
- Ability to maintain absolute confidentiality.
- Ability to plan, organize and prioritize work, while managing multiple deadlines.
- Ability to maintain a high degree of accuracy and attention to detail.
- Ability to use sound judgment in decision-making, and to work independently.
- Extensive knowledge of the field of non-profit accounting.
- Proficiency in all aspects of accounting and all pertinent GAAP, SEC rules and regulations including Sarbanes-Oxley compliance.
- Ability to manage, supervise, and evaluate performance of employees.

Qualifications:

- Minimum of bachelor's degree in accounting, with significant nonprofit accounting experience.
- Minimum 6 years of experience in accounting.
- Extensive excel and modeling experience.
- Ability to communicate effectively.
- Ability to multi-task and handle a fast paced work environment.
- Ability to self-manage, prioritize.
- Must be analytical, proactive, and be a team player.

To apply for this position, please submit resume and cover letter to Cyrus Pace at cpace@academycenter.org.