youthfront

Position Title: Finance Director
Reports to: COO
Part Time, Salaried, Exempt Staff

The Finance Director will oversee the financial activities of the organization, including tracking cashflow, managing the accounting department, and ensuring the organization's financial reports are accurate.

TASKS & DUTIES:

Budget
1.Coordinate development of annual operating, capital, and program budgets, as well as reporting for the same
2. Communicate cashflow trends and spending approvals to budget directors

Financial & Accounting
1. Prepare financial reports for executive team and board of directors
2. Take responsibility (either directly or via staff) for producing all reconciliation schedules necessary for annual audit
3. Serve as point of contact for auditors during fieldwork, taking responsibility for audit outcomes and advocating for the organization as required
4. Calculate and record journal entries for leases, loans, asset purchases, or other balance sheet activity
5. Review and audit bank reconciliations monthly
6. Provide information for grant proposals and reports as requested by VP of Development

Cash Management
1. Monitor cashflow and make recommendations to executive team related to cashflow management
2. Ensure the timely execution of funds transfers between internal accounts
3. Track account designations and ensure funds come from correct accounts, per approved budgets
4. Approve bill payments weekly, providing instruction to accounting team for execution
5. Review purchase orders and expense reports for compliance and accuracy, providing final signature
6. In conjunction with COO, manage bank account controls & access, set up/delete users as appropriate
7. Manage corporate line of credit

Tax & Compliance
1. Stay abreast of key tax or regulatory issues that may impact the organization, communicating such matters to executive team

2. Take responsibility (either directly or via staff) for accurate and timely filing of 1099s
3. Prepare annual 990 organizer in conjunction with CPA
4. Calculate, file, and pay annual compensation use tax
5. Ensure monthly sales tax has been appropriately filed
6. Renew annual merchant PCI compliance certificates, updating procedures as necessary to meet industry standards
7. Maintain & renew memberships with appropriate governing bodies (ECFA, etc.)
8. Ensure overall financials are compliant with GAAP standards
9. Monitor best practices related to accounting & finance, working with independent CPA firm to interpret how various regulations apply in the religious 501c3 sector

Supervisory
1. Ensure accounting procedures and protocols are routinely followed by staff
2. Supervise accounting staff
3. Serve as point person for staff questions related to budget & financial matters, including troubleshooting account reconciliations

Insurance
1. Oversee preparation of annual worker's compensation audit
2. Prepare annual general liability audit

Misc. Duties
1. Maintain basic knowledge of organizational systems that interface with financial workflows, including donor systems and program management systems
2. Maintain a positive working relationship with key financial partners at banking and investment institutions.
3. Maintain or create workflows and systems related to financial activity to ensure efficiency across all interfaces.
4. Serve as point person for general staff questions related to financial workflows & systems
5. Assist with organization wide fundraising events

QUALIFICATIONS:
Bachelor's Degree In Accounting/Finance or Equivalent Work Experience
Ability to work in Microsoft Office Suite
Proficient in Excel
High attention to Detail
Knowledge of GAAP principles
Experience with Quickbooks or Asset Keeper a plus

This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.