



Capital Area United Way

JOB DESCRIPTION

Job Title: Director of Finance
FLSA Status: Exempt, Full-Time
Date Revised: October 26, 2023

Summary of Job: The Director of Finance directs and provides the organization with effective management and supervision of all organizational financial activities in order to maintain its fiscal health. Provides supervision and oversight in the areas of annual budget preparation, monthly financial reporting, accounts payable and receivables, payroll, grant budget preparation, contract reporting. Works closely with accounting and audit firm to ensure compliance with all 501 (c) 3 reporting requirements.

Reporting Relationships: Employee reports to the President & CEO of CAUW and works closely with the Senior Vice President and all other members of the Executive Team.

Other Key Relationships:

External: Treasurer, Finance and Operations Committee, Audit Committee, auditors, financial institutions, volunteers, donors, and partner agency staff.

Internal: Executive Team, Directors, Managers and Coordinators.

Essential Job Functions: Through employee's own efforts or through delegation to key staff:

- Assist in maintaining general ledger, subsidiary ledger accounts and reporting systems
- Manage the coordination and preparation of annual audit
- Assist with financial statement preparation
- Perform bank reconciliations, account reconciliation between subsidiary journal and the general ledger, account reconciliation between the general ledger and financial statements.
- Facilitate monthly closing procedures to include preparing/posting/approving opening, adjusting, and closing journal entries.
- Perform analysis of financial data as required
- Assist HR to update and implement all necessary accounting practices; improve the finance department's overall policy and procedure manual
- Responds to inquiries of staff and administration regarding financial procedures for the purpose of providing information, direction, and/or referral for addressing inquiry
- Provide oversight/direction of campaign pledge audit, reporting, and collections
- Develop collection process that is monitored monthly with campaign, finance, and executive staff

- Monitor preparation and review of monthly pledge statements
- Ensure cash is handled in a secure environment
- Administer donor thank you process
- Assist in organizational IRS filings
- Direct donor designation input, correspondence, payments, and reporting to partner agencies and other United Ways
- Supervise and train temporary finance staff
- Manage leadership to finance committee and board of directors as needed
- Monitor the input of payments into the data base
- Verify and approve daily mail, credit card, online, ach, square deposits
- Perform as backup for other finance positions
- Prepare or review, present and administer departmental budget and monitor and control expenditures; perform and/or manage other financial duties, tasks, and projects as appropriate and/or necessary
- Assists in the annual organization budget along with leadership team
- Performs other duties and responsibilities relative to ensuring the efficient and effective functioning of the finance department

Organizational Support:

- Develop and manage internal financial systems
- Provide support to the President in planning, reporting and implementing financial policies.

Additional Job Functions: Although not Essential Job Functions, employee may also be responsible for the following from time to time:

- Represent Capital Area United Way's brand in a positive manner in all aspects of personal dress, behavior, and communications.
- Liaison between departments to keep team informed and on track to meet deadlines.
- Perform other duties and responsibilities as directed.
- Participate in cross-functional activities and events in support of the organization's mission.
- Strive to evaluate and implement continuous improvement to processes, while maintaining quality throughout the organization.
- You could be call upon to work early mornings, late nights and weekends
- Perform other duties as assigned.

Competencies:

- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness; possesses the desire to get the job done with excellence; mentally, is focused on getting the best results for actions taken; does not settle for mediocrity.
- **Analytical and Problem Solving**– Synthesizes complex or diverse information. Identifies and resolves problems using good judgment in a timely manner.
- **Collaborative/Inclusive Outlook** – Works in a way that builds trust, relationships, and confidence; promotes an environment that is free from personal or professional biases; actions are both open and transparent.

- **Communication** – Speaks clearly, writes effectively and persuasively in positive or negative situations; listens to executives, co-workers, employees, and outside advisors in order to share information and ideas effectively and efficiently; demonstrates effective group presentation and meeting skills.
- **Delegation** – Appropriately delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- **Teamwork** – Works cooperatively with others in the organization to achieve the organization’s mission, values, and goals.

General Physical Requirements:

- **Sedentary Work:** Employee is required to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally, and all other sedentary criteria are met.
- **Physical Activities:**
- **Manual Dexterity:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- **Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication and make fine discriminations in sound.
- **Visual Acuity:** Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or expansive reading.
- **Working Conditions:**
- **Inside environmental conditions:** Protection from weather conditions but not necessarily from temperature changes.

Required Minimum Education and Experience:

- CPA, CMA, MBA, or master’s degree in accounting
- Bachelor’s degree in accounting or finance with current C.P.A. certification preferred.
- Minimum three years finance department and personnel management experience.
- Capable of working through broad managerial goals and objectives; must thrive in team environment.
- Skilled in utilizing and developing talents of staff; proficiency in computer operations including Microsoft Office suite and certified accounting software programs; budget formulation; working independently and in a group; supervising others; and effective at oral and written communications.
- Experience in Intact and ANDAR accounting software helpful

Preferred Education and Experience:

- Work experience in the non-profit field.
- 3 to 5 years of experience in accounting and budget planning.

- Ten or more years of supervisory experience.
- Strategic financial leadership skills and experience.

General Physical Requirements:

- Sedentary Work: Employee is required to exert up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally, and all other sedentary criteria are met

Physical Activities:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication and make fine discriminations in sound.
- Visual Acuity: Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or expansive reading.
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