

Job Title: Finance Director
Department: Accounting
Reports To: Executive Director
Supervises: Accounting Staff
Hours: 40 hours per week – Salaried position

Job summary

The Finance Director is responsible for the financial health of Share. By combining strategic and operational goals, the Finance Director manages the accounting and economic aspects of a company by enforcing a financial strategy aimed toward sustainability and response to community needs. Additional duties include overseeing the finance department, conducting financial assessments, generating reports, establishing company budgets and conducting risk assessments.

Summary of essential job functions and responsibilities

- Direct and monitor all financial activity of the organization
- Manage company liquidity of cash flow.
- Facilitates the preparation and implementation company-wide and program budgets
- Maintain the accuracy and integrity of the General Ledger.
- Prepare financial statements for presentation to finance committee, boards of directors and management monthly
- Oversee all accounting work and set up internal and external audits to ensure the accuracy of information
- Use data analysis to strategically forecast financial trends
- Provide strategic financial planning advice to upper management for long-term growth
- Monitors and enforces internal financial controls
- Establish internal work processes for the financial department and monitor their progress
- Analyze and interpret financial data and present the information with reports and presentations to the board of directors and executive director
- Manage revenue from any outside grants
- Assess company spending and work to reduce costs
- Manage the accounting department staff respectfully and provide direction, mentorship and training. Periodically communicates clear expectations, monitors job results

compared to expectations, documents constructive coaching throughout the year and during the annual review process.

- Have a clear understanding of and adhere to current laws and regulations
- Assist in the formulation of budgetary and accounting policies, ensuring proper checks and balances as well as segregation of duties.
- Confirm charges and invoice government and private grant sources Audit records on a quarterly basis
- Audits operating costs and the income and expenditure of programs
- Provide assurance about the accuracy of information contained in financial reports and their compliance with grant requirements
- Plan, direct, or coordinate compensation and benefits activities

Abilities required

- Minimum of Bachelor's degree in Business Management, Finance, Accounting, or related field
- Master's degree and/or CPA preferred
- 5+ years experience in a senior finance position
- Proficiency in Microsoft Suite and other business software, knowledge of Abilia Accounting Software desired
- Ability to inspire and motivate staff while creating a respectful work environment fostering a strong team atmosphere.
- Extremely knowledgeable in financial forecasting, accounting principles, and financial data analysis
- Strong interpersonal skills with the propensity to successfully foster new and maintain long-standing business relationships
- Excellent communication skills, both orally and written; Maintains open and honest communication.
- Ability to multitask, prioritize and delegate responsibilities in an effective and efficient manner
- Outstanding integrity, solid moral judgment, and the ability to make important decisions under pressure
- Expert problem solver, analytical thinker, and decision-maker
- Possess strong leadership skills and business acumen

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.