



Position Description
Director of Finance

Title: Director of Finance	FLSA: Exempt
Wage Range: 95	Reports To: Executive Director
Last Update: October 2024	Type: Full Time

Summary:

The Director of Finance of the Community Action Council of Lewis, Mason, and Thurston Counties plans, organizes, supervises, and leads the accounting, budget, and financial management activities of the Agency. The individual in this role will be responsible for establishing program budgets in collaboration with Division leadership, providing fiscal insight to the Board of Director’s on a monthly basis, leading the financial team in processes and procedures established to support all programs, and participating in implementing the mission of the organization in serving members of our community.

Typical Work:

- Is integral part of the Agency Leadership Team along with Executive Director, Deputy Director, Director of Victim Services, and Director of Community Services.
- Collaborates and participates with leadership in the establishment and maintenance of Agency budgets and accounting records, including cost distribution, allotment controls and receipts and encumbrances.
- Leads, Manages, and coaches Agency Finance Team.
- Prepares budget and allotment requests and background; determines workload indicators and verifies adequacy of supporting data.
- Supports Agency business management activities such as, procurement, rentals, leases, transportation and travel, inventory, and related functions in collaboration with leadership team.
- Provides management with status of accounts, both actual and projected, together with analyses and recommendations pertaining to activity costs and revenues.
- Manages and supports production of agency financial statements, IRS form 990, any financial reporting required by federal, state, and local regulatory agencies and grant funders.
- Supports the annual independent single audit of the organization by insuring it is conducted and the auditor is provided with all required documents and supporting transaction detail and data requested.
- Manages the processes cash for financial forecasting, overseeing the preparation of all financial reporting.
- Advises Leadership Team and Board on long-term business and financial planning with input and collaboration with the Division leadership and Program Managers.
- Upholds values of the organization as a high-level leader in the organization, representing the agency to community partners, funders, donors, staff, and clients with the mission at the forefront.
- Updates and manages the Financial Policies and Procedures.

Education & Experience:

Education:

- Bachelor’s Degree in Accounting or Business Administration, Master’s Degree preferred.

Experience:

- Five (5) years of professional accounting and/or nonprofit fiscal management.
- Five (5) years of leadership experience motivating and collaborating with teams.
- Experience can be gained concurrently.

Knowledge and Abilities:

- Knowledge of budget and accounting principles, nonprofit accounting principles, methods, practices, and terminology; State and Federal governmental budgeting and accounting including objectives, requirements, and procedures; internal auditing principles, procedures and practices, business law, training and supervisory principles and techniques; automated accounting methods, applications, and potentialities.
- Proven, successful ability to operate in a highly detailed environment with an large volume of funding sources relative to gross revenues, each with its own operating, cost accounting and reporting requirements.
- Ability to lead accounting team and operations of an agency having diverse accounts; analyze and determine agency budget requirements and provide factual justification for budget requests; economically and effectively manage the business activities of an agency; recognize and solve difficult and complex accounting, budget and business problems; devise, install and operate governmental accounting systems; provide sound advice, recommendations, and counsel to management officials relative to financial and business matters; meet and communicate effectively with numerous individuals in varied capacities, both private and public.

Leadership:

- Capacity for managing and leading people, remaining focused during challenges, delivering timely results.
- Demonstrated ability to foster a culture of mentorship, positivity, and being a role model as a leader within the organization.
- Flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical initiatives.

Decision Making:

- Able to analyze, evaluate, and synthesize information is essential for making informed decisions.
- Able to think creatively to identify unique and effective choices.

Time Management:

- Proficient in time management techniques to consistently meet deadlines.

Organization:

- Efficiently organize assignments, establish priorities, and manage workloads independently.

Communication:

- Excellent written, oral, and presentation skills, with the ability to present information to Boards, funders, partners, elected officials, and staff.
- Uses active listening techniques by listening attentively to others, considering their input, and asking clarifying questions can lead to better-informed decisions in group settings.
- Demonstrated ability to communicate and effectively interact with people across cultures, ranges of ability, genders, ethnicities, and races.

Adaptability:

- Understanding of adapting to changing work environments. Prioritize tasks and adapt quickly to evolving organizational needs, ensuring efficient task completion.

Emotional Intelligence:

- Understanding your own emotions, biases, and preferences is crucial for making unbiased decisions.

- Recognizing and understanding the emotions and perspectives of others is essential, especially in interpersonal and group decision-making contexts.
- The ability to manage your emotions and stay calm under pressure is important for making rational decisions.

DEI (Diversity, Equity, and Inclusion):

- Strong understanding of Diversity, Equity, and Inclusion (DEI) practices.
- Ability to successfully develop and support the provision of culturally responsive services.
- Ability to work with efficiency and flexibility, with a commitment to developing equitable and supportive team practices that promote team members health, wellbeing, and sustainability.
- Engage in training, conversations, and operationalize equity, diversity and inclusion within the programs and teams.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to constantly operate a computer and other office productivity machinery like copiers and computer printers.
- Able to communicate verbally and in writing with others.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment includes an office environment which is usually quiet.

The statements contained in this position outline reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other related duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Acknowledgment

I have read the above job description and understand the requirements. I have the ability to perform all of the functions listed above with, or without reasonable accommodation. Furthermore, I understand that this is not to be construed as an employment contract. I acknowledged having received a copy of this job description.

Employee Signature

Date