**Job Description**

Business & Finance Director

Revised 6/2018



**Position Title: Business & Finance Director**

**Reports To:**  Executive Director

**FSLA:** Exempt **Status:** Full-time - 40 hours/week

**Job Summary:** This position provides the leadership for a team of professionals who are responsible for developing, coordinating, and implementing all components of Holly Ridge Center’s Business and Financial interests in accordance with Generally Accepted Accounting Procedures for Nonprofits.

**Essential Functions:**

1. Plans, organizes and manages the Business and Financial operations consistent with HRC Board of Directors and Executive Director’s policies and directives
   * Designs, implements, monitors and modifies accounting policies and procedures to ensure compliance with funding sources, good internal control practices, GAAP and FASB Federal and State regulations in a consistent and timely manner.
   * Responsible for the accurate and timely preparation of all financial reports, their distribution and dissemination to management to ensure awareness of the agency’s financial status.
2. Manages, analyzes, and modifies in-house payroll processing to ensure that payroll activities comply with HRC policies, that employees are paid correctly and on time; and that Federal, State and local government regulations are met with accuracy and punctuality.
3. Manages and directs the activities of the accounting department staff to ensure that all accounting duties are performed with precision, consistency and promptness.
4. Consults frequently with the Executive Director regarding the annual financial audit, yearly budget development, forecasting, financial status and cash requirements to ensure consistency and prompt response to areas out of compliance
5. Builds and maintains relationships with internal and external customers
   * By providing accurate financial data monthly for our Program Directors, Board of Directors, and Executive Director; so that sound business decisions are made.
6. Accept other duties from the Executive Director as assigned

**Other Functions:**

1. Monitors employee mileage re-imbursement reporting for compliance with Federal and State laws
2. Maintains Capital Equipment Inventory and Depreciation accountability
3. Participate in bi-monthly management meetings and quarterly HRC All Staff meetings
4. Promote good public relations by participation in community activities

**Required Work Experience and/or Training:**

• A Bachelor’s degree in Accounting or related field

• 6+ years of computerized accounting experience (non-profit preferred)

• 4+ years of supervisory experience

**Required Knowledge, Skills and/or Abilities:**

• Extensive knowledge of finance and GAAP and FASB accounting principles and procedures.

• Proficiencies in Microsoft Dynamics GP and Access - preferred. Microsoft Office, especially Excel, Word, and Outlook are required

• Knowledge of contract/grant program management

• Knowledge of modern principles and practices of management and supervision.

• Excellent interpersonal communications skills

• Demonstrated ability to effectively problem solve, apply good judgment and initiative while maintaining confidentiality

• Ability to communicate effectively with very strong written and oral communication skills

• Great attention to detail

• Ability to analyze and evaluate operations and develop and implement effective alternative solutions to resolve problems.

• Ability to prioritize and manage time effectively

• Ability to pass a criminal history background check

**Physical Demands:**

* Ability to lift up to 30lbs.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_