

JOB DESCRIPTION

JOB TITLE: Director of Finance

CATEGORY OF EMPLOYMENT/STATUS: Administrative

CATEGORY OF EMPLOYMENT/CLASSIFICATION: Full-time/ Exempt

DEPARTMENT: Administration

JOB SUMMARY: Direct financial planning, procurement and investment of funds for the organization by developing, implementing and directing policies and procedures of the agency relating to financial planning and processing. Oversee accounting operations performed by department staff.

LOCATION: As per the need of the service; generally work is performed in the Main Office.

DUTIES:

1. Develop and maintain proper accounting systems, policies and controls consistent with generally accepted accounting principles.
Coordinate preparation of monthly financial reports with analysis for the Executive staff and Treasurer.
2. Ensure integrity of financial reporting and stability of financial operations. Ensure compliance with Arc policy, and Federal, State and local authorities (ex. Federal, State and local taxes). Supervise all IRS quarterly and annual reports and prepare all NJ Unemployment and Disability reports, State required reports and reports of other regulatory agencies.
3. Analyze records of past and present operations, trends, costs, estimated and actual revenues, administrative commitments and obligations incurred to project future revenues and expenses.
4. Document revenues and expenditures expected for submission to appropriate personnel. Prepares other records, reports or related documents as needed. Advise management personnel on issues relating to effective use of funds and resources.
5. Compile and maintain records of items/equipment/materials purchased. Update as needed for inventory when transferred/relocated between departments. Maintain cost/expenditure records.
6. Act as liaison to management personnel in interpreting budget. Develop and install budgeting system.
7. Supervise all occupancy requirements and annual certifications as related to the U.S. Housing and Urban Development. Ensure proper completion of all HUD related functions.

Director of Finance - 2

8. Maintain budgeting systems which provide control over expenditures made to carry out the activities of the company.
9. Oversee procurement process to ensure that budgeted resources are available.
10. Monitor funding and expenses for Agency's employee Health Insurance and Flexible Spending Account benefit plans. Oversee preparation of monthly report of same.
11. Direct receipt and disbursement of funds for acquisitions and sale of other assets.
12. Direct the preparation of agency budgets.
13. Advise management of investment loans for long and short range financial plans. Control/monitor supply of funds on hand to meet daily needs and investment of surplus as appropriate.
14. Oversee the reconciliation of all bank accounts as well as the reconciliation of all balance sheet accounts.
15. Represent the agency in finance-related presentations (ex. United Way, DDD, the County, etc.)
16. Responsible for making arrangements for audits, responding to findings and assisting in the performance of audits.
17. The employee must cooperate with the Licensee and Department staff in any inspection or investigation.
18. Perform additional duties as required by the nature of the position or as directed by supervisor.

IMMEDIATE SUPERVISOR: Executive Director

DIRECTION OF OTHERS: Assistant Director of Finance, indirect supervision of other department staff.

EDUCATION: High School diploma or equivalent required. Undergraduate degree in Business Administration, Finance, or Accounting required. Graduate degree in similar area preferred.

EXPERIENCE/TRAINING: Minimum of three years of professional experience in fiscal management, accounting or business required. Supervisory experience required. Experience in management of non-profit organization desired.

EQUIPMENT: Operation of general office equipment required (copier, adding machine, computer, telephone, etc.).

JUDGMENT AND INITIATIVE: Must interact professionally with all levels of staff and outside persons. High degree of initiative required to develop new procedures/practices. Must demonstrate high degree of organization skills and detail orientation.

Director of Finance - 3

COMMUNICATION SKILLS: Must communicate well in English both orally and in writing. Written financial statements and other documents must be legible.

WORKING CONDITIONS/HAZARDS: The behavior of consumers may change dramatically without obvious cause, which may create, at times hazardous situations.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SALARY RANGE: As per Agency salary guide.

DATE EFFECTIVE: January 1, 1988

DISCLAIMER CLAUSE: This job description and specifications are not intended and should not be construed to be an exhaustive list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the position within this Agency's operation.

Revised: 06/92, 05/95, 02/97, 01/02, 11/03, 3/11