



JOB ANNOUNCEMENT

Community & Family Services

www.communityandfamilyservices.org

POSITION TITLE: Finance Director
RESPONSIBLE TO: Executive Director
LOCATION: 1015 W. Washington St., Hartford City, Indiana w/rotation to satellite offices
WORK SCHEDULE: M-F 8am – 6pm – some extended evening hours & weekends may be required

RESPONSIBLE FOR: The Finance Director is a full-time, exempt position which directs the financial operations of the organization from an executive level including development of program and agency-wide budgets, financial and record management systems, and the agency payroll process in compliance with all related program regulations, accounting and auditing standards, laws, and procedures.

STATUS: **Full time Regular, Exempt**

SALARY RANGE: **\$68,000 - \$75,000**

BENEFITS: **Paid time off, health insurance, employee paid 401K**

KNOWLEDGE, SKILLS, & ABILITIES

- Bachelor's degree in accounting, business, fiscal management, or a related field strongly preferred
- Minimum 5 years of finance and accounting experience in the not-for-profit sector, preferably the charitable sector.
- Fund management accounting experience preferred.
- Experience with government funding, grants, financial reporting requirements.
- Exceptional Excel skills and proficiency in Word, PowerPoint, and Outlook required. Experience in Abila MIP accounting system is an asset.

JOB DESCRIPTION: See attached job description

CONTACT: Send application, letter of interest & resume to: bcowgill@comfam.org.

FINANCE DIRECTOR



**COMMUNITY
& FAMILY
SERVICES**
"Empowering People to Improve"

RELATIONSHIP

Supervised By: Executive Director

Supervises: Accounts Payable Coordinator, Accounts Receivable Clerk, and temporary finance staff

COMMUNITY ACTION PROMISE

All employees of Community & Family Services must have the capacity to embrace the Community Action Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

POSITION SUMMARY

To direct the financial operations of the organization from an executive level including: development of program and agency-wide budgets, financial and record management systems, and the agency payroll process in compliance with all related program regulations, accounting and auditing standards, laws, and procedures.

SUPERVISORY RESPONSIBILITIES

- Recruits, interviews, and trains new staff and temporary support staff in the department.
- Oversees the daily workflow of the department.
- Directs daily workflow and coordination of activities of finance contractors and consultants.
- Handles discipline and termination of employees in accordance with company policy.

REQUIRED SKILLS/ABILITIES/KNOWLEDGE

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to translate financial concepts to – and to effectively collaborate with - programmatic and development colleagues who do not necessarily have finance backgrounds.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Proficiency with or the ability to quickly learn the organization's financial management system.



RESPONSIBILITIES

- Oversee the organization's financial operations in compliance with federal, state, and programmatic regulations following CFS financial policies and procedures (FPP), to ensure appropriate financial controls, documentation and management.
- Plans, leads, develops, coordinates, and implements the organization's FPP, insuring federal, state, local and program specific regulatory compliance to minimize organizational risk.
- Creates, monitors and updates organizational strategies, forecasts and budgets.
- In coordination with Program Directors and Managers creates, monitors, and updates program budgets and budgets for grant proposals.
- Follow Generally Accepted Accounting Principles (GAAP), fund management accounting system, and other guidance as necessary.
- Oversee the cash receipts, accounts payable, accounts receivable, purchasing, donations processing and receipting.
- Monitor the cash position of the organization, identifying both restricted and operating fund balances and forecasts.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements to board & staff
- Develop and update annual cost allocation plan.
- Complete the year end close and set up new operational and program budgets in the financial management system.
- Maintain the financial record-keeping system and retrieve information as requested.
- Monitors and ensures the organization's compliance with state, federal, and local funding source regulations and guidelines including but not limited to CSBG CAR Compliance.
- Coordinate and lead the completion of the annual audit and IRS Form 990.
- Prepare budget documentation that includes financial statements, numeric/graphical/chart analysis, and accompanying narrative.

FINANCE DIRECTOR



RESPONSIBILITIES

- Perform ongoing financial analysis, forecasting, reporting and monitoring the achievement of financial goals versus budget.
- Ensure timely, accurate completion of all government and regulatory agency reports.
- Ensure investments managed by external advisor comply with investment policy. Oversee reconciliation of investment manager source reports to internal financial statements.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Bachelor degree in accounting, business, fiscal management, or a related field strongly preferred
- Minimum 5 years of finance and accounting experience in the not for profit sector, preferably the charitable sector. Fund management accounting experience preferred.
- Experience with government funding, grants, financial reporting requirements.
- Exceptional Excel skills and proficiency in Word, PowerPoint, and Outlook required. Experience in Abila MIP accounting system is an asset.

PHYSICAL REQUIREMENTS

- Able to remain in the seated position in short intervals or for lengthy time-frames.
- Raising or lowering an object from one level to another (includes upward pulling) 25-50 lbs.
- Must be able to travel to out-of-town meetings and/or trainings.

OTHER REQUIREMENTS

- Must possess a current driver's license with liability insurance and have a good driving record.
- Must be able to be insured by our Insurance Carrier if driving a CFS vehicle, leasing, or conducting CFS business in personal owned vehicle.
- Must be able to pass drug and alcohol screenings.
- Must pass a Criminal Background Check.