

JOB DESCRIPTION

Position: Director of Finance

Status: 40 Hour, Exempt

Reports to: Executive Director

Role: To ensure the organization's financial information, human resources, and administrative systems are efficient and in line with strategic goals.

QUALIFICATIONS

- A four-year Degree in Accounting or Business Management/Administration or other directly related field is required (Master's preferred).
- A minimum 5 years of progressive financial management responsibility, preferably with non-profits
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Knowledge of Generally Accepted Accounting Principles and federal and provincial legislation affecting non-profit organizations
- Knowledge of legislation on Employment Standards, Occupational Health and Safety, and Human Rights

PRINCIPAL RESPONSIBILITIES

- Financial reporting, cash flow and budgeting:
 - Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
 - Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
 - Ensure that all statutory requirements of the organization are met including Charitable Status, State Solicitation License, Withholding Payments, Income Tax, etc.
 - Maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
 - Manage the cash flow and prepare cash flow forecasts in accordance with policy
 - Responsible for the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
 - Lead and prepare all supporting information for the annual audit and liaise the external auditors as necessary
 - Lead the annual budgeting process by establishing timeline for annual budget development, establishing guidelines for budget and prepare the annual budget in consultation with the Executive Director, Director of Programs and Treasurer and/or Finance Committee.
 - Assist Development staff and Director of Programs with the preparation of the budgets for funding applications (grants).
 - Ensure that accurate and timely financial statements are prepared and submitted in accordance with contract agreements with funders (FSR's).
 - Coordinate Medicaid billing for PCIT billable services.

- Payroll:
 - Manage the payroll function ensuring efficient systems, process and controls and ensure that employees are paid and all tax payments are made in a timely and accurate manner.
- Human Resources:
 - Oversee the implementation of the human resources policies, procedures and practices.
 - Advertise open positions; perform background checks, check references; and document thereof.
 - Receive, ensure proper documentation of and categorize grievances (employment, interpersonal, business)
 - Administer the employee benefits program and manage enrollment and training.
 - Onboard all new employees and offboard employees, filing appropriate paperwork and conducting exit interviews where appropriate.
 - Ensure adherence to federal and state laws regarding personnel
 - Work with Management Team to establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Management of Building Occupancy and Information Systems
 - Evaluate the need for new or different technology to meet the organization's financial data processing, control and reporting requirements.
 - Supervise the Office Manager/ Receptionist to ensure that the office is maintained in a neat, orderly manner.
 - Ensure that all equipment and building purchase/lease agreements are up to date and on file.

Standards

Performance is satisfactory when the Director of Finance:

- Distributes requested reports to the board of directors, executive director, staff, external auditor, and related government funders on time.
- Leads the annual budget process.
- Effectively manages cash flow to meet monthly expense commitments and extra cash is invested according to the organization's Investment Policy.
- Ensures the performance of administrative support staff and volunteers meet the requirements of the administrative functions of the organization.
- Pays employees correctly and on time and monthly government remittances and payroll returns are processed before deadlines.
- Operates the Finance Committee efficiently, ensuring proper financial controls and maximum public accountability.
- Ensures the appropriate human resources standards & systems are operational and manages the day to day human resource operations.
- Manages office maintenance, equipment & building purchase/lease, and maintenance and each aspect is undertaken as cost-efficiently as possible.
- Ensures information systems are efficient in serving the needs of the organization.

JOB COMPETENCIES

- **Think Strategically:** Ability to determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Time Management:** Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities.
- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Technology:** Proficient with computers and other office equipment, including experience with web-based databases, and all Microsoft Office programs.