

Experiment in Self-Reliance

Position Description --- Finance Director

Primary Role

The Finance Director (FD) will be responsible for all financial affairs of the agency subject to review and supervision by the Executive Director, including tracking and overseeing receipt of funds, paying all bills, management the payroll, purchasing of supplies and assuring that all outstanding contracts are satisfied. Act as Executive Director (ED) in the absence of the director in concert with the public communications and agency operations functions of the agency.

1. Manages Controllership duties of all financial operations such as responsible for presenting and reporting accurate and timely historical financial information of the agency.
2. Oversees Treasury duties – The Finance Director works in concert with the Executive Director and Board Finance Committee in deciding how and when to invest the agency's money or best accounts to place the funds in, taking into consideration risk and liquidity. In addition, the SFD oversees the capital structure of the agency in agreement with the ED DAO, determining the best mix of debt, equity and internal financing.
3. Aids in developing economic strategy and forecasting – SFD maintains the agency's past and present financial records; he or she is also an integral part of the agency's financial future. A SFD must be able to identify and report what areas of the agency are most efficient and how the agency can capitalize on this information. This aspect of a SFD's duties also includes economic forecasting and modeling – in other words, trying to predict (given multiple scenarios) the best way to ensure the agency's success in the future.

Reports To: Executive Director

Duties

Organizational Effectiveness

- Applies principles of accounting to install and maintain operation of general system.
- Prepares financial reports and insures submission at required due dates.
- Assists in the preparation of budgets annually of all grants.
- Prepares and files federal and state tax returns and other regular and special tax reports to government agencies such as the Form 990.
- Assists the Executive Director in the development and preparation to budgets and general accounting procedures.
- Provides consolidated financial reports for presentation to the Board of Directors, and/or as requested by Executive Director.

- Maintains the purchasing system within the agency in ordering office supplies and equipment and other items purchased---also maintains the stockroom for supplies requisitioned.
- Attends Board of Directors and Finance Committee meetings.

Risk Management

- Assures that the bookkeeping methods and practices are in keeping with requirements of the funding sources and the Experiment in Self-Reliance.

Qualifications

- Should possess a 4-year college degree in Accounting and 5-8 years' experience.
- No history of bad debts or criminal convictions, and must be bondable.
- Individual must be computer literate and maintain all levels of confidentiality organizationally.