

We are searching for an experienced and analytical Finance Director to oversee the companies' accounting operations and improve financial performance. In this position you will be proactive in working with the organizations' finances and assist with developing the best paths of growth for the business. Your duties will include assisting with budget development; performing financial analysis; as a member of the Leadership Team you will provide necessary financial data to the Department Directors who are responsible for program performance; assisting the Development Director in supporting fund raising strategies; recommending financial strategies;

FINANCE DIRECTOR DUTIES AND RESPONSIBILITIES

- Direct and monitor all financial activity of the organizations
- Manage company cash flow
- Assist the Department Directors in outlining and implementing company-wide budget plans for three 501c3 companies.
- Prepare company's financial statements monthly and annually, and as needed
- Oversee all accounting work and set up internal and external audits to ensure the accuracy of information
- Use data analysis to strategically forecast financial trends
- Work with and advise the Executive Director and the Finance Committee of the Board of Directors on solid financial decision making to increase profits and minimize losses
- Provide strategic financial planning advice to the Executive Director, Director of Development and Finance Committee of the Board of Directors for long-term growth
- Establish internal work processes for financial department (including accounting and billing) and monitor their progress
- Assist the Director of Development and the Executive Director in maintaining and managing investor client relationships
- Analyze and interpret financial data and present the information with reports and presentations to the Executive Director and the Finance Committee of the Board of Directors
- Manage cash from any outside grants or funding
- Stay abreast of current market trends and patterns and act accordingly to advise the Executive Director and the Finance Committee of the Board of Directors
- Assess company's spending and work with Department Directors to reduce costs

- Manage the finance department, training any new employees as necessary
- Have a clear understanding of and adhere to current laws and regulations

Finance Director Requirements and Qualifications

- Minimum of Bachelor's degree in Business Management, Finance, Accounting, or related field
- Master's degree and/or CPA preferred
- 5+ years of experience, in a senior finance position preferred
- Proficiency in Microsoft Suite and other business software. They must be familiar with **database technologies** and software for financial analysis and reporting. Knowledge and experience in Financial Edge is preferred.
- Must think strategically and guide effective business decisions.
- Knowledgeable in setting budgets. Works closely with Department Directors to ensure that income and expenditures remain within target. Maintain control over all financial transactions and take responsibility for managing the companies' cash flow and sources of credit.
- Strong interpersonal skills. Successfully works as a team member with colleagues. Ability to communicate complex financial information to both finance professionals and non-specialists.
- Excellent communication skills, both orally and written
- Ability to multitask, prioritize and delegate responsibilities in an effective and efficient manner
- Outstanding integrity, solid moral judgment, and the ability to make important decisions under pressure
- Expert problem solver, analytical thinker, and decision-maker
- As the leader of the financial team, the Finance Director ensures that all other financial team members follow legal and company requirements for **accurate, compliant financial data**.