



"Creating Life Opportunities"

Job Description

Title: Finance Director
Reports to: Executive Director
FLSA: Exempt

Supervises: Senior Finance Technician
Finance Technician
Client Funds Technician
Maintenance Technician

GENERAL DESCRIPTION

The Finance Director is primarily responsible for all facets of the Finance department at EFI. These responsibilities include providing up-to-date fiscal information for reference, audit, and/or compliance, and ensuring sound fiscal practices are followed. This position requires knowledge of nonprofit taxation issues and accounting procedures, practices and regulations. Also included is the ability to determine feasibility of services within budgeted parameters, making recommendations regarding fiscal practices.

Essential Functions:

1. Maintain updated knowledge of current laws and corporate policies that affect this position and this corporation.
2. Prepare an annual budget in conjunction with all department managers to be submitted to the Board of Directors
3. Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
4. Monitor all programs and related financial activities to ensure that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
5. Maintain fiscal information, files and records to provide up to date reference and audit trail for compliance.
6. Maximize use and growth of funds through sound investment management.
7. Advise the Executive Director in all fiscal matters.
8. Serve as liaison with external auditors.
9. Inform the Executive Director and other staff regarding procedures and requirements to provide necessary information for decision making, taking appropriate action and/or complying with established fiscal guidelines for nonprofit organizations.
10. Develop reporting procedures and internal controls to maintain accurate records.
11. Analyze contracts and projects for the purpose of determining feasibility of services within budgeted parameters, make recommendations and/or maximize the return for funds used.
12. Instruct finance staff in compliance with current procedures.
13. Process fiscal information to update records and/or authorize final action in compliance with accounting requirements.
14. Recommend policies, procedures and/or actions on issues that relate to accounting functions to provide direction and/or facilitate decision making for the organization.
15. Reconcile bank and investment accounts, maintain accurate account balances, and comply with related policies, practices and/or regulations.
16. Research discrepancies of financial information and/or documentation to ensure accuracy and adherence to procedures prior to processing for action.
17. Oversee and supervise the administrative function of the organization including property/facility management, and provision of furnishings and equipment necessary for effective operations
18. Perform all other duties as assigned by the Executive Director.



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Employment Qualifications

Education:

The Finance Director must have the following education and work experience upon initial approval or hire:

1. Possess a Bachelor's degree in finance, accounting, business or a field related to finance and 5 years of experience. or:
2. 10 years of related work experience.
3. Preference will be given for work with a nonprofit.

Communication Ability:

Ability to read and comprehend complex instructions. Ability to write correspondence policies, and memos. Ability to effectively present information in one-on-one and small group situations to clients, employees and other stakeholders of the organization.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to add, subtract, multiply and divide numbers. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

Must have a working knowledge of MS Word, Outlook, and Quicken. Must be proficient in MS Excel, accounting and payroll software.

Additional Requirements:

Maintain a valid Washington driver's license and eligibility for company vehicle insurance. Must pass background check as required by Developmental Disability Administration (DDA) Policy 5.01 and Division of Vocational Rehabilitation (DVR). Ability to work with a minimum of supervision and as an effective member of a team. Ability to present a positive image of the organization to members of the community. Must have effective communication skills, both oral and written, and strong organizational, problem solving, time management and analytical skills. Ability to observe and record information including non-verbal information. Ability to learn information from Procedures Manuals. Ability to operate a computer and other office equipment, including, but not limited to, the telephone, fax machine, and copier. Must possess personal qualifications including: willingness to cooperate with the aims of DDA, respect for people from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.

The qualifications listed are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

Printed Name

Signature

date