

**Youth Shelters & Family Services
Job Description**

TITLE: Director of Finance
SUPERVISOR: Executive Director

PURPOSE: Provide fiscal and operations management, analysis and consultation for Youth Shelters and Family Services (YSFS)

GENERAL DUTIES

- Maintain familiarity with all aspects of YSFS philosophies, integrating and applying philosophies into everyday interactions and practice
- Maintain familiarity with and abide by all aspects of YSFS internal policies and procedures
- Participate as a member of agency and program teams, providing leadership as appropriate

PRIMARY DUTIES

- Provide all relevant fiscal information to the Executive Director
- Act as a liaison to the Board of Directors Finance Committee to facilitate the Board of Director's fiduciary responsibilities
- Provide leadership of fiscal operations and the accounting systems for YSFS

AGENCY OPERATIONAL DUTIES

- A. Produce monthly financial reports, including but not limited to: statement of financial position; statement of activities; YTD budget status per YTD actuals; and profit/loss by program
- B. Develop the draft budget for consideration by the Executive Director, approval by the Finance Committee and ratification by the Board of Directors
- C. Assure the budget is monitored and that the agency operates within the approved budget
- D. Develop budgets for YSFS grant applications providing management and oversight of contact billing, reports, and reconciliations
- E. Prepare and submit quarterly filings for grant awards
- F. Present financial reports and key financial decisions, such as the budget to the YSFS Finance Committee
- G. Support and monitor work performed by the YSFS Finance Manager to assure daily financial management tasks are performed appropriately.

I understand and will comply with the job requirements listed above.
DIRECTOR OF FINANCE

_____ Employee Initials
APRIL 2018

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- H. Perform monthly bank reconciliation and other tasks as appropriate to ensure adequate separation of duties
- I. Prepare and submit monthly or quarterly invoices for grants; monitor grant budgets.
- J. Close YSFS' books in preparation for the annual audit and support the financial audit process
- K. Prepare 990 Questionnaire for outside accounting firm.
- L. Prepare for and present financial information for grantor audits or fiscal reviews as needed
- M. Participate in biweekly payroll process, in cooperation with Finance Manager and Human Resources coordinator, including review of timesheet entries in QuickBooks and payroll changes.
- N. Prepare monthly closing entries and post in QuickBooks upon approval by ED
- O. Learn AuctionMaestro Pro and train volunteer cashiers for annual special event. Online training for AuctionMaestro Pro is available.
- P. Account for Medicaid billing; billing performed by outside contractor
- Q. Assure YSFS financial policies and procedures are followed or present recommended edits to the ED and Finance Committee
- R. Perform other duties, as assigned

FINANCE SUPERVISORY DUTIES

- A. Participate in the hire of finance management staff, ensuring clear understanding of job requirements and obligations
- B. Provide supervision and evaluation of finance management staff, setting solid, attainable goals and holding performance reviews against these goals; provide on-going feedback; encourage learning and educational opportunities, both professionally and personally

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REQUIREMENTS and EXPECTATIONS

- High integrity when dealing with a broad array of cultures and restricted and/or confidential information
- Sensitivity to cultural and socioeconomic characteristics of population served. A commitment to empowering others to solve their own problems. A conviction about the capacity of people to grow and change.
- Ability to interact effectively with people representing a wide and diverse range experiences and backgrounds. Commitment to diversity.

Education and Experience Requirements:

- Certified Public Accountant
- Three to five years of accounting experience
- Non-profit accounting experience
- Familiarity with QuickBooks job and class reporting

Skills:

- Understanding and knowledge of general accounting practices
- Strong project management and planning and budgeting skills
- Ability to work in and lead a dynamic team, as well as an ability to effectively manage tasks independently
- Excellent time management and organizational skills with the ability to work under pressure and adjust to changing priorities and deadlines
- Excellent computer software skills including QuickBooks, Microsoft Windows, Excel, Word, various data entry software and databases, and ability to learn new systems introduced by grantors.
- Initiative, creativity, reliability, flexibility, thoroughness, attention to detail, a strong process orientation, understanding of relational information, accuracy and follow-through are critical
- Excellent oral and written communication skills, particularly with good quality spelling, grammar and punctuation
- Effective and courteous communication skills, requiring high integrity when dealing with a broad array of cultures

Capabilities:

- Insurable under YSFS automobile policy - Valid Driver's License, personal auto insurance, monthly driving record check
- Criminal Records Check clearance

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

- Frequently: may be required to stoop, kneel, crouch, reach, stand, walk, talk, hear, engage in repetitive motion (such as typing); not substantially exposed to adverse environmental conditions (typical office or administrative work).
- Occasionally: may be required to climb, balance, crawl, push, pull, lift, grasp; subject to atmospheric conditions (fumes, odors, dust, poor ventilation, etc.).
- Physical requirements range from sedentary (exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; sedentary work involves sitting most of the time) to medium (exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects) physical work.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading at distances close to the eyes. The worker is required to have visual acuity to operate motor vehicles.

Environmental Conditions:

- Ability to work primarily traditional work hours
- May require limited travel to YSFS Program locations

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- Excellent time management and organizational skills with the ability to work under pressure and adjust to changing priorities and deadlines (work at a fast pace with unscheduled interruptions)

PURPOSE: Provide fiscal and operations management, analysis and consultation for Youth Shelters and Family Services (YSFS)

Work station: YSFS Administrative Office. Position includes regular presence in the YSFS program locations and may include visits to residence of youth.

Compensation: \$ 52,000.00 / annual salary

POSITION IS FULL-TIME.

Full-time is 40 hours per week. Full-time employees are benefit eligible.

FT Eligible Benefits include medical, dental, vision, IRA, accrued leave, paid trainings and holidays, and team of dedicated coworkers.

POSITION

The salary range, duties and responsibilities of this position meets the requirements of Section 13 (a)(1) of the Fair Labor Standards Act and therefore qualifies as an “exempt” position. *YSFS is an Equal Opportunity Employer, a Drug Free Workplace and complies with the ADA. AA/EEO*

I understand and will comply with the job requirements listed above.

Employee Signature

Date

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