

Job Title: Director of Finance
Reports To: Executive Director

Department: Administration
Classification: Full-time, Exempt, Salaried Employee

Job Summary:

The Director of Finance is a member of the Executive Leadership Team and Leadership Team and plays a key role in organizational strategy, financial stewardship of public resources, and operational effectiveness. This position provides leadership and oversight of the Agency's financial management, budgeting, accounting, compliance, audit, and financial reporting functions. The Director of Finance serves as a strategic advisor to the Executive Director, Board of Directors, and leadership team, ensuring sound fiscal management, regulatory compliance, and long-term financial sustainability.

Supervisory Responsibilities: Direct Supervision of Accountant

Essential Duties and Responsibilities:**Financial Leadership and Management**

- Lead the Agency's overall and daily financial operations, including accounting, accounts payable, accounts receivable, purchasing, cash management, payroll administration, and banking functions.
- Monitor organizational cash flow, liquidity, reserve levels, and organizational revenue trends, providing financial analysis and recommendations that support budgeting, long-term planning, accountability, and fiscal sustainability.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director.
- Prepare and present monthly, quarterly, and annual financial reports and statements for leadership and the Board of Directors.
- Manage the annual tax levy setting process.
- Oversee investment of Agency funds in accordance with established policies and Board guidance.
- Serve as administrator and primary point of contact for accounting and financial management systems.
- Lead the Agency's annual independent financial audit process, serve as the primary liaison with external auditors, and coordinate any internal financial, compliance, or control reviews assigned to the Finance function.
- Assess and communicate the financial impact, cost, and long-term sustainability of employee benefit and insurance programs, including health insurance, retirement plans, paid leave, and related offerings.
- Conduct financial reviews of funded agencies in partnership with the Eastern Region Alliance team members to ensure compliance with fiscal policies and procedures.

Grants and Contract Management

- Oversee financial aspects of grant administration, including budget development, monitoring, compliance, and reporting requirements.
- Manage vendor contracts and service agreements, ensuring accurate records, timely renewals and bidding processes, policy compliance, and preparation of annual 1099 reporting.
- Direct relationships with contracted administrative and financial service providers.

Compliance and Risk Management

- Ensure compliance with applicable federal, state, and local regulations, accounting standards, funding requirements, and organizational policies.
- Develop, maintain, and periodically evaluate financial policies, internal controls, procedures, and systems that safeguard public assets, support effective financial management, and reduce the risk of error, fraud, and noncompliance.

- Evaluates and recommends modifications to the agency's risk management plan and insurance portfolio with the broker to ensure an appropriate level of insurance coverage for liability and comprehensive property protection.
- Ensure organizational compliance with insurance requirements, tax registrations, and entity filings.
- Maintain financial, fixed-asset, contract, property, and related administrative records in accordance with applicable laws, regulations, Agency policies, and record retention requirements.

Governance and Organizational Leadership

- Serve as staff liaison to the Board Finance Committee, including agenda preparation, public posting requirements, meeting documentation, and follow-up activities.
- Participate as an active member of the Executive Leadership Team, Leadership Team, and Benefits Committee.
- Collaborate with Human Resources and organizational leadership on the financial planning, budgeting, payroll, and fiscal implications of employee compensation, benefits, and related workforce initiatives.
- Represent the Agency with government agencies, funding partners, professional associations, and community organizations.
- Attend agency meetings, retreats, trainings, conferences, and events as required.

Property and Facilities Management

- Serve as primary organizational contact for Agency-owned properties and leased facilities.
- Maintain lease documentation and landlord relationships.
- Conduct inspections of Agency-owned properties and coordinate follow-up actions as needed.

Employee Supervision

- Supervise and support Agency Accountant, fostering a culture of collaboration, accountability, professional growth, and continuous improvement.

Other Duties

- Maintain professional knowledge and competencies through ongoing professional development.
- Perform other duties as assigned.

Required Skills and Abilities:

- Excellent verbal, written, and interpersonal communication skills.
- Strong analytical, forecasting, and financial modeling abilities.
- Demonstrated knowledge of financial management, budgeting, internal controls, and nonprofit financial operations.
- Ability to interpret and apply complex regulations, policies, and accounting standards.
- Strong contract negotiation and vendor management skills.
- Exceptional organizational skills with attention to detail and competing deadlines.
- Ability to exercise sound judgment and maintain confidentiality.
- Proven leadership, team development, and supervisory skills.
- Strong critical thinking, problem-solving, and decision-making abilities.

Computer Software Requirements:

- Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams, OneNote, OneDrive, and SharePoint)
- A financial software package (Microsoft Dynamics GP software experience preferred)
- Agency intranet platform (SharePoint)
- Agency-designated online payroll program
- Web-Based billing system

Required Education and Experience:

- Bachelor's degree from an accredited college/university in Accounting, Finance, Business Administration, or a related field required (Master's degree in Accounting, Finance, Business Administration, or related field preferred).

- Certified Public Accountant (CPA) designation preferred.
- Minimum five (5) years of progressively responsible financial management experience required, preferably within a nonprofit or governmental organization.
- Minimum two (2) years of staff supervisory experience required.
- Working knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) requirements, and nonprofit financial management practices.
- Experience in developing and administering a budget is required.
- Experience with managing internal and/or external audits is required.

Physical Requirements and Work Environment:

- Regularly required to stand, bend, walk and sit; use hands to type, handle and feel; talk and hear
- Regularly lift up to 15 pounds; occasionally lift up to 50 pounds.
- Ability to navigate the Agency's physical premises
- Independent travel to meetings required
- Ability to flex work hours to best meet the needs of the Agency; attend evening Board meetings and other meetings as required
- This position will work in the office on a regular basis but can work remotely in accordance with Agency telecommuting policy

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement: I have received, reviewed and fully understand the job description for the **Director of Finance**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name

Employee Signature

Supervisor Name

Supervisor Signature

Date Reviewed with Employee: ____/____/____

Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. DD Advocates reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

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