



Job Title: FINANCE DIRECTOR

FLSA Status: Exempt –Full Time

Summary of Job:

Under the direction of the COO, the Finance Director is responsible for the day-to-day accounting operations of the agency, and will assist the COO in the creation and development policies regarding financial integrity, risk management, technology and communications, business operations, and facilities management of the agency. This position will work closely with the COO to monitor and guide the financial direction of the organization to ensure ELNC is successful and financially stable.

Finance Director reports to the Chief Operating Officer

Direct Staff Supervised:

Finance Manager-Grand Rapids, Finance Manager-Kalamazoo, Finance Manager-Battle Creek, Budget/Audit Administrator

Other Key Relationships:

The Finance Director will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions:

Financial Management

1. Oversees overall accounting operations of the agency including month and year end closing activities.
2. Responsible for management of all ELNC insurance needs including Workmen's Comp, General Liability, Property, Directors and Officers and Professional Liability.
3. Responsible for the monthly financial statements for each community including a consolidated report of all ELNC financial activity.
4. Responsible for monitoring all Federal Grants and ensuring compliance with federal requirements.
5. Leads in the creation and development of policies regarding financial integrity, risk management, technology and communications, business operations and facilities management of the agency.

6. Ensure the accounting software, data, and information reports are properly maintained. Provide evaluations and training to staff on accounting software.
7. Assist in strategic planning, financial planning, reporting and related activities using discretion, skills, talent and experience in making ELNC successful and stable.
8. Leads the annual budget preparation including ensuring program and agency budgets are properly monitored, their status is communicated to appropriate agency leadership, and issues are identified and resolved as soon as possible.
9. Leads the annual audit process.
10. Oversees all contract management including ensuring that subcontracts are monitored in accordance with Federal, State and funding source requirements.
11. Manages and ensures the integrity of the financial information retrieved from the accounting database, serves as financial data base administrator for current and prior year fiscal years, ensure sound systems, processes, and controls are in place.
12. Problem solves, meets stringent deadlines, develops and maintains a superior proficiency in Excel and Accounting software.
13. Explore and implement new techniques and departmental protocols jointly with the COO and other management
14. Develops, implements, and conducts trainings for non-accounting staff in conjunction with COO
15. Guides financial decisions by establishing, monitoring, and enforcing policies and procedures, performing detailed analysis of current and historical financial positions, and consistent reporting
16. Works in partnership with the program directors and the COO; continuously collaborating with program directors to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.

Essential Competencies Required:

- Flexibility/Resilience – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- Ability to Multi-Task – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadliness.
- Results-Oriented Thinking and Behavior – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle for mediocrity.

Knowledge, Skills and Abilities:

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions and organizations to deliver services.
- Knowledge of safety regulations, practices and procedures.
- Ability to work well with others in a team approach.
- Ability to communicate effectively, both orally and in writing.
- Ability to translate financial concepts to – and to effectively collaborate with – programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
- Walking, standing, bending, and carrying of small and light objects.

Minimum Required Education and Experience:

- Bachelor's Degree in Accounting; ideally with an MBA/CPA or related degree
- Prior work experience providing accounting support for Executive Team
- Prior work experience with Federal fiscal requirements for Head Start.
- Must have sound foundation and minimum of 5 years' experience in non-profit accounting.
- Knowledge of computer web-based programs, Word, Excel and PowerPoint
- Proven Self Starter