

UCP of Greater Cleveland

Job Description

TITLE: **Director of Finance & Administration**
SUPERVISED BY: President & CEO
POSITIONS SUPERVISING: Accountant, Finance Assistant, and IT Administrator in collaboration with the OE Habilitation Manager
EXEMPT POSITION; Job Grade 45

BASIC FUNCTION: With general direction from the President & CEO, is responsible for the entire range of information technology and financial activity, including fiscal oversight of treasury and accounting functions, payroll, payables/receivables, and financial aspects of agency's strategic plan. Formulates and recommends policies on banking, receipt and disbursement of funds, extension of credit, fiscal and accounting matters. Develop standard accounting, analysis, and reporting procedures and handle overall financial control. Work closely with the President & CEO and partner with agency leadership and with the Board of Directors in order to contribute to the agency's overall strategy.

QUALIFICATIONS: Combination of education and experience represented by a B.A. in accounting with at least ten years accounting experience. Master's degree preferred. Non profit or government accounting experience preferred. Must have excellent written and verbal communication skills, supervisory experience and strong computer/software skills including Microsoft Office, computer accounting systems and basic Adobe skills. Must have reliable transportation and a valid Ohio driver's license with two (2) or fewer moving violations.

RESPONSIBILITIES:

General/Managerial:

1. Maintain a positive and effective business relationship with all agency leadership and staff and provide technical financial assistance and advice to all.
2. Oversee the maintenance of the Agency's physical assets, facilities, equipment, and inventories.
3. Oversee the Information Technology tasks of the AT-IT Administrator.
4. Annually prepares salary and benefits statements for employees.

Accounting and Audits:

1. Maintain the integrity of the entire organization's accounting, financial and budgetary systems.
2. Oversee preparation of the accounting and financial reports required to meet Board of Directors' and regulatory agencies' requirements. Present financial reports at periodic Board and Finance Committee meetings.
3. Oversee annual financial statement audit to include the preparation of audit schedules for external auditors.

4. Maintain proper internal controls to safeguard organization's assets and improve efficiency and effectiveness of financial operations.
5. Control the collection of all accounts receivable.

Finance/Forecasting/Strategic Planning:

1. Develop tools and systems to provide critical financial and operational information to the President & CEO and Chief Operations Officer, and make actionable recommendations on both strategy and operations.
2. Develop financial plans, forecasts, and alternative operating scenarios.
3. Responsible for capitalization, borrowing, and daily/weekly cash flow; updates/maintains reliable weekly/monthly cash forecasts/projections to meet operating needs and strategic goals.
4. Develop and prepare the Agency's budgets. Track actual expenses against budget and work with Chief Operations Officer and applicable Program Directors to understand and communicate variances.
5. Assure all cash management duties are performed pursuant to established internal controls and agency policy.
6. Manage all cost containment including research of outside contracts and capital purchases.
7. Manage Request for Proposals on all finance related contracts to include banking services, investment management, general and 401(k) audits, property and casualty insurance, health insurance, 401(k) third party administration, etc.
8. Manage all non-program specific contract negotiation and term tracking.
9. Conduct an annual inventory of fixed assets and reconcile them with the fixed asset records.

Banking/Investing:

1. Acts as primary contact in agency's banking and investment management relationships and initiate appropriate strategies to enhance agency's cash position.
2. Oversee preparation of cash deposits and fund transfers, review bank reconciliations and cash accounts, and provide for overall safekeeping of the Agency's cash. Act as a liaison between the agency and banks/investment companies and work with the Board Treasurer to manage the Agency's investments.
3. Develop and evaluate the agency's Risk Management Program and recommend changes in insurance coverage.

Regulatory:

1. Review, interpret and implement accounting pronouncements, policies, and work procedures.
2. Oversee the preparation and maintain the confidentiality of the Agency's staff payroll and oversee the preparation of payroll tax reports, including the W-2's and 1099 forms at year end.
3. Prepare monthly, quarterly, semi-annual and annual account reconciliations.
4. Keep current with government regulations regarding payroll taxes including federal, state and local taxing authorities.

5. Oversee and track the administration of the agency's defined contribution plan including reporting requirements, recordkeeping and interpretations to staff.
6. Other job related duties as assigned.

Print Name: _____

Signature: _____

Date: _____