



Job Title:	Director of Finance	Location:	Santa Rosa
Department:	Administration	Hours:	40 hrs week
FLSA Classification:	Full-time, Exempt Salary range: \$100K - \$120K	Reports To:	Executive Director

SUMMARY

Under the general direction of the Executive Director, manages all accounting department related activities. Generates monthly financial statements, annual budgets, forecasting models and presentations to the Board of Directors.

DUTIES AND RESPONSIBILITIES

The following reflects management’s definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities at any time.

Finance

- Financial Management support to the Staff Accountant.
- Review financial information prepared by Staff Accountant to assure accuracy, completeness, and conformance to Generally Accepted Accounting Principles.
- Prepare analytical financial reports, business activity reports, forecasts, and other reports as required by Management and the Board of Directors.
- Prepare cash flow analysis and manage day-to-day cash requirements.
- Develop, maintain, and analyze budgets, including monthly comparative analysis of budget versus actual.
- Report to management and Board of Directors regarding the finances of establishment.
- Develop and implement internal control procedures including, but not limited to, inventory tracking, disbursements, purchasing, payroll, capital purchases.
- Support annual audit with organization’s CPA, including timely preparation of 990 tax return.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.
- Oversee grant financial reporting, ensuring all monies are requested accurately and received timely.
- Review monthly bank reconciliations and all other balance sheet account reconciliations.
- Manage and oversee accounts payable process to ensure timely and accurate payment.
- Monitor financial activities such as reserve levels to ensure all legal and regulatory requirements are met.
- Develop and maintain relationships with banking, insurance, and non-organizational accounting personnel to facilitate financial activities.
- In support of the Development effort: monitor, manage and report on Bequest revenue, including but not limited to correspondence with trustees/executors/attorneys regarding pledged (FreeWill), pending and active bequests; manage Humane Partner recurring donor program, including but not limited to annual donor acknowledgements and donor assistance with giving program (setup, changes); and manage Car Donation Program in coordination with Car Donation Services third party service, including but not limited to reporting and donor assistance.

Other

- Examine contracts for compliance.
- Perform related duties and responsibilities as assigned.
- Regular and reliable attendance.

Supervision: This role reports to the Executive Director and supervises the Staff Accountant and Accounts Payable Clerk.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Accounting principles and practices, banking, and the analysis and reporting of financial data.
- Fund Accounting principles.
- Management skills to analyze programs, policies, and operational needs.
- Administrative and clerical procedures and systems such as word processing, managing files, and records.
- Computer applications such as Microsoft Word, Excel, Outlook, and QuickBooks.

Skills:

- Strong interpersonal skills
- Supervisory functions
- Communicating effectively in writing and verbally as appropriate
- Logic and reasoning to evaluate alternative solutions, conclusions or approaches to problems
- Use sound independent judgment within established guidelines
- Effectively managing one's own time and the time of others
- Creative, flexible, and innovative thinker

Ability to:

- Work independently as well as a team member
- Manage multiple tasks simultaneously
- Prepare detailed, accurate reports and professional business correspondence
- Provide accurate, consistent, detail-oriented work product
- Plan, organize, and execute work
- Be versatile, flexible, and willing to work within changing priorities
- Communicate information and ideas effectively with people at all levels
- Display professional and positive conduct
- Maintain confidentiality and a high ethical standard
- Keep up-to-date technically and apply new knowledge to the job
- Take initiative on responsibilities, projects, and challenges

QUALIFICATIONS

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities. A typical way to gain such knowledge and abilities would be:

1. Bachelor's degree in Accounting or degree in Business Administration; or minimum of seven years' experience in Accounting, including three years of management and supervisory responsibility
2. Three years' experience in managing payroll for exempt and non-exempt workforce

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit at a desk for significant periods of the day.
- Must be able to do phone or computer work for blocks of time.
- Must be able to communicate effectively (speak and listen).
- Must be able to lift and move paperwork and files, up to 30 pounds.
- While performing the duties of this job, the employee is regularly required to sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work environment: Usually quiet, with some exposure to moderate noise levels (such as barking dogs).

NOTES

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

Employee Name

Manager Name

Signature

Signature

Date

Date