



Director of Finance

Job Description

The Director of Finance provides leadership and guidance in the areas of Finance and HR ensuring financial integrity and accountability. Reporting to the Executive Director and serving as a member of the Executive Leadership Team, the incumbent will also hold responsibility for ensuring practices, policies and procedures are conducive to the effective operations of all mission related activities and ensuring legal and regulatory compliance in all functions.

Educational Requirements

A minimum of a BA in accounting or related field. MBA, CPA, or advanced degree in related field preferred. 5 years of related professional experience preferably with a non-profit and/or ECE organization. Candidates must provide three (3) references, a resume, cover letter and submit to a background check prior to employment.

Key Competencies:

- Demonstrated leadership ability
- Exceptional organizational abilities
- Advanced Computer skills including advanced proficiency in Quick Books, MS Excel, PowerPoint and Publisher
- Skills in writing and working with statistical data
- Thorough understanding of finance and accounting policies and practices
- Excellent project management skills; demonstrated ability to effectively manage all tactical aspects of a project, including schedule, methods, resource utilization, implementation and deliverables for medium to large scale projects in a fast paced environment.
- Ability to manage multiple priorities and meet deadlines
- A strategic thinker who thrives on problem solving, and takes an energetic, proactive approach to meeting organizational needs
- Keen analytical skills with the ability to synthesize information to make recommendations to management to ensure the financial health of the organization

Principal Duties and Responsibilities

Grant Accounting

- Monitor government and foundation grant accounting, ensure that program expenditures are consistently aligned with budgets; anticipate program budget modifications; and prepare the monthly grant reimbursement reports
- Verify Budget Balances and ensure all expense checks processed are properly coded and posted in QuickBooks.
- Prepare monthly grant reports for management review to include analysis, where appropriate, on the utilization of funds
- Prepare organization financials for grant applications
- Maintain grant award and budget documents from Grantor in proper files
- Ensure accurate accounting resources for receipts and/or disbursements meet the requirements of all funding sources

- Retrieve data from QuickBooks and Prepare Grant Reimbursement Requests
- Prepare grant budget re- allocation requests, as needed

Fiscal Management

- Prepare and Process Payroll for all employees, post payroll in QuickBooks
- Verify grant budgets to ensure proper posting of all payroll charges to appropriate programs
- Receive and post all childcare payments in QuickBooks
- Process Accounts Receivable and Accounts Payable functions in accordance with non-profit standard procedures
- Prepare all check requests, purchase orders and debit requests; distribute checks
- Process all disbursements through Quick Books bill payment module
- Coordinate with Executive Director to get all checks signed
- Administers petty cash, purchase orders, centralized purchasing, and all check requests
- Keep records essential for control, evaluation, and reporting
- Maintain financial/accounting records in an “Audit Ready” manner
- Maintains and update records of fiscal transactions manually or on the computer; posts payments and refunds received to appropriate account or cost center
- Answers correspondence, phone, and electronic mail concerning procedures or inquiries on the processing of payments; contacts vendors about items not received on outstanding purchase orders
- Maintains annual insurance policy renewal process and audits
- Keeps record of all insurance policies for the agency
- Reconcile monthly bank statements, account statements, credit cards, payroll
- Perform month-end close procedures and prepare journal entries for monthly credit card payments, interest income, investment accounts, and payroll
- Work with the external auditor with the successful completion of the year-end audit and applicable tax forms
- Meet with the Finance Committee and/or board to review financial statements

Human Resource Management

- Manage payroll accounts including taxes, health benefits, sick leave, supplemental insurance, vacation time and retirement benefits in Paycor
- Maintain employee files with up-to date W4, G4, I9 required documents
- Coordinate communication between insurance representatives and employees
- Ensure all requirements are met for employees during open enrollment period
- Track employee paid deductions to ensure appropriate disbursements are made to supplemental insurance vendors
- Manages Worker’s Compensation program including annual audit
- Maintains required Federal and State postings in designated employee work area

Status

- Full-time/Salaried/Exempt
- Monday - Friday
- Flexible hours

Deadline to apply is Friday, March 17, 2023. Please submit cover letter, resume and salary requirements to:

Virginia Baker, Executive Director

vbaker@scottdale.org

Scottdale Early Learning is an equal employment opportunity employer. This means that employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender sexual orientation, age, religion, creed, physical or mental disability, medical conditions, marital status or veteran status. Scottdale Early Learning complies with the law regarding reasonable accommodation for handicapped and disabled employees.

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