

Director of Finance

Qualifications

Non-profit accounting with federal grants accounting experience required with a minimum of five years' experience. Master's Degree Business Administration, Accounting, Finance, or Management preferred. Minimum of two years of supervisory experience preferred. Impeccable analytical and organizational skills. Self-motivated and self-directed. Ability to maintain a high level of confidentiality and adapt well to changes in processes and procedures. Extensive knowledge of federal and state laws, policies and procedures pertaining to agency fiscal management. Ability to analyze and solve complex accounting, budgeting, and auditing problems.

Skills

Ability to oversee the financial activities of the agency and to ensure appropriate policies and procedures are developed and implemented. Ability to monitor, review, and evaluate the financial component of contracted agencies. Ability to translate financial data into meaningful performance information. Knowledge of appropriate federal and state requirements for financial management of grant awards. Demonstrated ability to assess financial data needs. Demonstrated ability to supervise staff.

Duties and Responsibilities

1. Assist CFO/COO with meeting the organization's financial goals to maintain a balance between mission and available funds.
2. Assist CFO/COO with financial strategic planning.
3. Prepare and monitor core operational budget with CFO/COO.
4. Serve as a cross-functional leader in financial planning/budgeting.
5. Monitor, analyze and manage agency's financial performance such as daily cash flow and operational trends to identify issues and recommend alternatives for problem-solving.
6. Ensure compliance with federal, state, and specific programmatic requirements for each grant or project.
7. Monitor and approve financial transactions of Council's activities including reimbursements to Sub-Recipients.
8. Ensure quality external and internal financial and business report preparation and submission on a timely basis.

9. Assist CFO/COO with negotiation of prices and contracts for maximum cost coverage and impact.
10. Perform vendor management for the agency and maintain good working relationship with the business stakeholders.
11. Set goals for the Finance Department, measure results, and change strategies based on ongoing assessment for effectiveness and efficiency of financial and operational process.
12. Assign and supervise the work of financial staff members.
13. Supervise the administration and operation of the financial management system.
14. Establish, implement, and monitor internal control policies and procedures for financial functions.
15. Develop, review, and revise agency financial policy and procedure manual.
16. Maintain the chart of accounts.
17. Maintain a system of controls over accounting transactions.
18. Manage the preparation of payroll for personnel.
19. Participate in national, regional, and state organizations concerned with family planning services and payment delivery.
20. Arranges and coordinates the audit and review with federal, state, and/or independent auditors.
21. Lead revenue cycle management efforts on behalf of participating Sub-Recipients to expand and increase revenue sources for IFHC's network.
22. Lead and conduct service site financial review to ensure family planning program compliance.
23. Provide technical assistance to Sub-Recipients in financial functions.
24. Ensure compliance with local, state, and federal government reporting requirements and tax filings, such as FFR, 990, and property tax filing.
25. Performs related work as required.