

Finance Director



Essential Duties & Responsibilities

1. Serves as a member of the Leadership Team; will be involved in strategic and operational planning, evaluation and professional development initiatives.
2. Develops and implements processes for the agency's annual operating budget. Conducts financial forecasting for capital and operating budgets and for any proposed future growth.
3. Approves disbursements and monitors all financial and accounting activities of the agency.
4. Reviews and approves the preparation of monthly and annual financial reporting materials and metrics and provides financial analysis for the Executive Director and the Board of Directors.
5. Coordinates all audit activities.
6. Participates in the grant application process by creating budgets and providing financial information as requested by funders.
7. Monitors compliance with all current grants for the agency and approves and monitors grant funded contracts on behalf of the agency.
8. Oversee risk management for the agency; ensures security of the administrative records and money-handling systems; reviews liability/insurance policies annually and ensures proper insurance coverage is obtained on the agency's behalf.
9. Prepares and maintains records, reports, correspondence, and other necessary materials and communications.
10. Assists with special projects and tasks as assigned by the Executive Director.
11. Serves as a member of the Finance Committee and Audit Committee preparing the agendas for each meeting and then reviewing the minutes after.