

# FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

**Job Title: Director of Finance**

**Reports to: COO**

**Education: Bachelor's degree in accounting related field, C.P.A. preferred**

**Experience: 7+ years accounting experience and nonprofit experience a plus**

**Position is: Exempt, Full Time**

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## **Job Summary:**

The Director of Finance's primary responsibility is to manage the organization's financial health by establishing strategies for long-term growth, managing accounting, and controlling all functions of finance. This role will be expected to conduct assessments, generate reports, establish budgets, and perform risk assessments. The Director of Finance will manage cash flow forecasting, fiscal grant analysis, housing proformas, and work collaboratively with Fund Development on revenue forecasting. Manage financial resources of Families Forward including accounting, finance, budgets, grants, audits, tax, and internal controls. Manage compliance with and update organizations policies and procedures related to Finance. Maintain assets through proper controls. Facilitate Finance and Audit Committees and works closely with the Board of Directors.

## **Supervision/Evaluations**

- Accounting Manager

## **Manage All Aspects of Accounting & Finance**

- Accounting Management
  - Annual budget development and forecasting
  - General Ledger, Cost Accounting, and Accounting
  - Provide budget to actual variance explanations for board and staff
  - Close books accurately and timely – monthly, quarterly, and yearly
  - Prepare monthly or quarterly account reconciliations
  - Ensure compliance with local state and federal regulations
  - Full cycle accounting including billing, Accounts Receivable and Accounts Payable
  - Facilitate hiring of external auditors at the direction of the Audit Committee
  - Manage the external audit
  - Ensure year end reports are appropriately delivered to required parties
  - Assist with the long-range financial planning process and make suggestions for the future financial well-being of the organization.
  - Analyze internal controls of the organization to ensure efficiency and minimize risk.
- Grant Financial Management
  - Provide full financial grant management by analyzing and reporting on various grants -meeting all grant deadlines and requirements.
  - Track grant funding and oversight of grant reporting
  - Assist Fund Development with financial sections of grant applications and reports
  - Lead grant review and audits
  - Bill all grants on schedule
- Reporting
  - Manage, analyze and present financial reports in an accurate and timely manner.
  - Produce reports required for 990 tax reporting
  - Prepare all other tax filings for the organization
- Cash Flow Management
  - Cash management and cash requirements planning and forecasting.
  - Manage banking and investment firm relationship and coordinate transitions when necessary.

- Monitor and direct investments in accordance with the Families Forward Investment Policy
- Update Investment Policy as needed based on Finance Committee recommendations
- Facilitate/manage debt
- Internal Control/Process Improvement
  - Evaluate and monitor internal controls and their effectiveness
  - Implement improvements to processes as required
  - Maintain accounting system
  - Other special projects: system implementation, financial modeling and events as required

**Other responsibilities:**

- Attend Board, Executive, Strategic Planning, Finance and Audit committee meetings

**Job Qualifications:**

- Ability to ensure adherence to policies and procedures as well as implement new ones
- Non-Profit Accounting experience preferred
- Experience and ability to train staff
- Ability to occasionally lift or carry 25 pounds
- Maintain valid California Driver License and State-mandated Auto Insurance.

**Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.