



Title: **Director of Finance**

Department: Administration

Supervisor: Chief Executive Officer

Revision Date: July 5, 2017

FLSA: Exempt

### **Job Summary**

As a member of Boys & Girls Clubs of the Fox Valley's Senior Leadership Team, manages all financial functions including: the annual budget; accounting and auditing; financial operations including forecasting, strategic planning, analysis and reporting; grant administration; and banking relations. Works directly with the CEO, Senior Team peers, and Boards of Directors, to establish financial strategic direction and subsequently monitor and maintain its progress.

### **Key Responsibilities**

#### *Leadership*

- Establishes and implements policies and procedures for all financial functions, ensuring appropriate controls and compliance with generally accepted accounting practices and Boys & Girls Clubs organizational requirements both local and national.
- Creates and maintains a performance-based culture in the Finance Department of accountability, transparency, collaboration and customer service.

#### *Strategic Planning*

- Develops an annual income and expense in collaboration with the Chief Executive Officer and the Board of Directors that demonstrates high levels of accuracy, completeness, and utility.
- Reports on organizational financial results and recommendations for necessary actions to maintain and improve the fiscal health of the Club.
- Collaborates with Club leadership and supervisors to maintain, analyze, and interpret general ledger for all funds.
- Manages the preparation and analysis of financial reports on a monthly and as needed basis.
- Identifies and evaluates opportunities for improved financial operations, recordkeeping and reporting.

### *Daily Operations*

- Participates in the development of comprehensive, accurate and timely financial reports including but not limited to: monthly cash flow analyses, budget to actual variance analyses, financial trend analyses and recommended fiscal controls. Ensures compliance with all legal and accounting guidelines governing financial accounting and reporting.
- Responsible for fiscal functions including but not limited to: annual audits, tax returns, monthly management reports and year-end financial statements, ensuring timely and accurate completion and adherence to approved budget levels. Develops, implements and enforces policies, procedures and systems to improve the overall finance and accounting operation. Ensures the confidentiality of all information pertaining to BGCFV operations.
- As staff liaison, communicates, plan meetings and prepares paperwork for monthly Finance Committee meetings; biannual Board meetings and as needed.

### *Resource Development*

- Prepares the annual request for United Way funds
- Preparation of grant budgets and related financial progress reports
- Manages all assets and investments of the Boys & Girls Club, including real property, equities, bonds and other assets.

### *Additional Responsibilities*

- Maintains payroll records.
- Trains staff in proper procedures regarding cash receipts, accounts payable, accounts receivable, and budgeting as needed or requested.
- Attend meetings of the Board of Directors, Finance Committee, and Personnel Committee in an advisory role, as requested.
- Assist Unit/Program Directors/Managers in budget preparation and management, as requested

## **Education and Experience**

- Bachelor's degree from an accredited college or university in accounting, finance, or business administration.
- A minimum of three years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience.
- Thorough knowledge of budgeting and accounting practices, processes and procedures of non-profit organizations.
- Good communication skills, both verbal and written.
- Strong organization and analytical skills.
- Ability to interact professionally with Club staff, Board members, volunteers, and other related agencies.