

Alice Aycock Poe Center for Health Education

Job Description

Position: **Finance Director**

Reports To: **Executive Director**

Position Summary:

The Finance Director reports to the Executive Director (ED) and serves on the Management Team. The responsibilities include overseeing cash flow planning, preparing, and reviewing budgets and tracking operational metrics. The Finance Director develops management systems and operational policies and procedures as needed and serves as the primary liaison between the Poe Center staff and our external accounting vendors. The Finance Director monitors grant budgets and expenditures to ensure reporting requirements are met.

Major Duties and Responsibilities:

- Ensure Poe follows Generally Accepted Accounting Principles (GAAP), as well as federal, state, and local legal requirements.
- Provide oversight and management of all financial functions of the agency.
- Supervise all regular accounting functions for operating and capital campaign activities, including supervising staff performing the daily accounting functions including but not limited to preparation of deposits, processing credit card transactions, accounts payable, accounts receivable, and payroll.
- Process and perform activities related to monthly, quarterly, and annual closings; financial reporting; and financial management of all grants and contracts at the Poe Center including preparing budgets for and reimbursement claims to federal, state, local and private funding agencies.
- Oversees payroll processing, benefits administration, retirement plan reporting, time-off tracking, and supports compliance with labor laws.
- Develop and maintain Poe's annual statewide budget with ED to present to BOD Finance Committee for final approval.
- Maintain and monitor financial policies and procedures to assure compliance with established internal control procedures. Recommend updates and additional policies as needed.
- Implement and maintain fiscal plans for projects, departments, and agency mission objectives with team.
- Initiate strategic plans by developing strategies, building plans, and implementing change with team.
- Identify and analyze on-going cost reducing strategies. Make recommendations as needed.
- Serve as primary liaison to audit firm, ensure audit compliance during annual audit and 990 preparations.
- Liaison for BOD Finance Committee meetings; participate in BOD meetings, Management meetings, and Poe's Leadership Team meetings.
- Recommends IT vendors, including financial software, and serves as primary liaison with these vendors. Manages contracts with these vendors. Makes recommendations for IT upgrades and improvements as needed.
- Other duties as needed.

Qualification Requirements:

- Bachelor's Degree in financial, accounting or business administration and three years' experience in non-profit work and fund accounting. Formal education level will be considered in conjunction with minimum experience requirement.
- Demonstrated experience with non-profit finances, fund accounting, and non-profit projects and programs.
- Ability to manage multiple responsibilities with minimal supervision.
- Strong commitment to the Poe Center's mission.
- Demonstrated attention to detail.
- Ability to maintain confidentiality of sensitive personnel and financial data.
- Extensive experience with Microsoft Excel and nonprofit accounting software such as FundEZ or SAGE, knowledge of Raiser's Edge (RE) and G-Suite preferred.
- Excellent communication skills and an ability to work collaboratively.
- Knowledge of and interest in nonprofits and the communities they serve.
- Welcoming of diverse backgrounds, lifestyles, beliefs and cultures.