**Position Description**

**Job Title:** Finance Director

**Department:** Administration

**Status:** Professional/Exempt **Salary Grade:**

**Position Summary:**

Under the supervision of the President/CEO, the Finance Director directs the organization's financial planning and accounting practices as well as its relationship with lending institutions and the financial community by performing the following duties personally or through subordinate managers. The position shares the responsibility for Risk Management as part of Senior Leadership.

**Major Responsibilities:**

1. Provides and directs procedures and computer application systems necessary to collect, interpret, and review proper records and to afford adequate accounting controls and services.
2. Oversees activities such as custodian of funds, securities, and assets of the organization. Payroll as needed. Prepares financial data for grant reporting and contracts management.
3. Appraises the organization's financial position and issues periodic reports on organization's financial stability, liquidity, and growth, including predicting financial trends.
4. Directs & coordinates the establishment of budgets and reviews and monitors actual results in comparison to budgets.
5. Assists independent auditors in preparation of schedules, evaluation of internal controls and preparation of audited financial statements and preparation of financial data for grant reporting.

**Other Responsibilities:**

1. Analyzes, consolidates, & directs all cost accounting procedures together with other statistical & routine reports.
2. Reviews and stores all contracts signed for the agency.
3. Oversees and directs the preparation and issuance of the corporation's annual report, solicitation applications, and government reporting, including Form 990.
4. Directs and analyzes studies of general economic, business, and financial conditions and their impact on the organization's policies and operations.
5. Analyzes operational issues impacting functional groups & the whole institution, & determines their financial impact.
6. Evaluates and recommends business partnering opportunities.
7. Establishes and maintains contacts with financial institutions and the investment community.
8. Displays competence & responsiveness to cultural differences present in both customer & employee population.

**Reporting Relationship:**

Position reports to: President/Chief Executive Officer

Position supervises: Fiscal Manager, Reimbursement Specialist, and Staff Accountant

**Qualifications:**

Knowledge: A minimum of a bachelor's degree in accounting, finance, or business from an accredited college or university is required. Certification as a Public Accountant or Management Accountant is preferred.

Experience: A minimum of five years experience in not‑for‑profit accounting, or equal experience, and at least two years at supervisory/management level is required. Experience with finance and Boards of Directors preferred.

Skills/physical/working conditions: Must possess a valid driver's license and be insurable by Eliada's insurance carriers. The position requires computer skills with accounting software and spreadsheets as well as excellent writing and communication skills. The physical demands and work environment characteristics here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Disclaimer Clause:**

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with this job. They are meant to be accurate reflections of the principle job elements essential for making fair pay decisions. This position description is not intended as a contract. Employment is confirmed by a Letter of Employment. North Carolina is an at‑will employment state and Eliada is an at‑will employer.

5/2019