



## JOB DESCRIPTION

**Position Title:** Director of Finance

**Revised Date:** November 23, 2022

**Department:** 110-Finance

**Status:** Exempt

**Reports to:** Chief Executive Officer

**Supervises:** Grant Accountant, Staff Accountant, Payroll Manager

### **Position Summary**

Works under the direct supervision of the Chief Executive Officer and in accordance with all agency policies and procedures. Responsible for preparing and managing financial statements, cash controls, payroll and personnel administration, purchasing, accounts payable, office operations and all other accounting and finance records in accordance with general accepted accounting principles and in accordance with policies and procedures established by the various governmental entities and other funding agencies. Assures the accuracy and timeliness of all financial records and reports. Works closely with auditors for timeliness and accuracy in annual audits. The incumbent will work closely with the Director of Development and Director of Client Services in regards to grant funding, dispersal of grant funds, and in conjunction with the Grant Accountant, will be responsible for accurate and timely monthly reporting to our grantors. **Pre-employment FBI background report, drug screening and NV State CANS check required.**

### **Essential Duties & Responsibilities**

- Support The Shade Tree in their overall mission of providing safe shelter to homeless and abused women and children in crisis and offering life-changing services promoting stability, dignity and self-reliance.
- Understand accrual basis financial statements.
- Prepare monthly schedules of prepaid expenses, accrued expenses, restricted fund balances and any other account as necessary.
- Prepare schedules every year for the annual audit of the financial statements as requested by the independent audit firm.
- Establish and maintain policy of internal controls to safeguard all assets from theft or loss.
- Establish and maintain cash controls.
- Monitor cash reserves and investments.
- Establish and maintain supplier/vendor accounts.
- Process supplier invoices.
- Issue payments for all accounts due.
- Ensure security for all credit and gift cards and verify charges.
- Monitor receivables for accuracy and timeliness.
- Maintain financial files and records.
- Maintain current and complete inventory of all depreciation schedules of equipment.
- Establish and maintain fund accounting procedures that are unique to the particular grant and or gift.

- Responsible for implementing, monitoring, and maintaining grant tracking/reporting system and processes.
- Responsible for coordinating and ensuring compliance with budgets, regulations and reporting requirements as outlined by approved funding source.
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement
- Assists in overseeing the organization's budgets, how much has been spent, and reports back to funders as required.
- Establish deadlines for entry of financial information into the computer system
- Ensure transactions are properly recorded and entered into the computerized accounting system.
- Review the accuracy and timeliness of receivables and payables for proper account assignment in the general ledger.
- Reconcile monthly bank statements to the general ledger
- Prepare monthly journal entries to the general ledger.
- Assist with preparation of annual, grant and project budgets.
- Prepare monthly financial statements and other reports as required.
- Track monthly receipts and expenditures in relation to year-to-date budgets.
- Analyze and report any apparent budget shortfalls.
- Provide updated budget projections on an as-needed basis.
- Attend monthly Finance Committee Meeting.
- Assist other departments as needed.
- Ensure compliance with the rules and regulations administered by the grantor; oversee special audits conducted by grantor.
- Performs additional duties as assigned carrying out the TST mission. The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them if the work is similar, related or logical assignment to the position.

### **Education, Training & Experience Requirements**

- Employment is contingent upon (1) a satisfactory FBI background report, (2) the passage of a pre-employment drug screening, and (3) a clear Nevada Child Abuse and Neglect Screening (CANS).
- Bachelor Degree in Accounting
- 3 years' experience in public and nonprofit accounting – specifically grant accounting and management experience.

### **Knowledge, Skills and Abilities**

- Strong knowledge of principles/practices of organization, planning, and general administration.
- Ability to prioritize tasks and manage time effectively.
- Computer skills and extensive knowledge of relevant office software including computer-based accounting programs.
- Knowledge of operation of standard office equipment.
- Knowledge of clerical/administrative procedures and systems such as filing and record keeping.

- Ability to communicate effectively verbally and in writing; basic editing, proofreading and English language skills (grammar, spelling and punctuation)
- Ability to work with and maintain confidential information.
- Excellent attention to detail and accuracy.
- Strong interpersonal skills; customer service and teamwork orientated.
- Problem assessment and problem-solving skills.

**Physical Requirements**

The physical demands described 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.

	Regularly	Frequently	Occasionally
Sitting			80% of time
Standing	10% of time		
Walking	10% of time		
Carrying up to 10 pounds		X	
Lifting and pushing up to 10 pounds		X	
Reaching—with arms and hands		X	
Stooping/kneeling/crouching/crawling			X
Talking	X		
Hearing	X		
Vision—close, peripheral, depth, ability to adjust/focus	X		

***The content of this job description does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time. I acknowledge receipt and understanding of this job description, and of the requirements of this position.***

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Employee Signature

\_\_\_\_\_  
Date