

- Manages cash flow, draw down requests, investments, banking relationships and overseas administration of employee payroll.
- Provides financial information for new grant submissions; monitors budgetary compliance with grants and contracts and oversees audit
- Ensure preparation and proper interpretation of fiscal policies, and assist Center Coordinators and other staff with fiscal related procedures (payroll, purchasing, budgets, etc.).
- Assist other departments in meeting reporting requirements (United States Department of Agriculture (USDA), childcare reimbursements, etc.).
- Ensure proper administration of agency 401(k) plan in conjunction with Human Resources.
- Research/negotiate insurance needs for agency.
- Serve as a member of the Leadership and Management Team.
- Maintain professionalism at all times.
- Maintain confidentiality
- Assist with interpretation/application of personnel policies.
- Provide back-up support to fiscal staff.
- Participate, as necessary on committee and community boards, etc.
- Monitor and report child abuse/neglect as a mandated reporter.
- Advocate for MCCC.
- Participate in agency activities, including but not limited to the following: annual Self-Assessment, State and Federal program reviews, PIR data collection, and updates/reviews of agency Work Plans.
- Document In-kind activities, services, and/or goods.
- Other duties as assigned.

Job Scope:

Work is diverse with high degree of complexity. The Finance Director operates with minimal to no supervision, making decisions within established procedures and develops/interprets procedures. The Finance Director is responsible for all fiscal accounting and reporting functions for a budget typically in excess of \$5,000,000 and for a payroll of over 100 employees, accountable for control of capital assets greater than \$500,000. Errors in work may affect the financial health and reputation of MCCC.

Supervisory Responsibility:

The Finance Director supervises the Payroll and Benefits Coordinator and Fiscal Assistant. Responsibilities include assigning daily work, coaching /mentoring, performance evaluation, permitting time off and overtime along with making hiring and firing recommendations.

Interpersonal Contacts:

Contacts are generally with other staff, occasionally with non-staff. The majority of the communication is face-to-face with some telephone conversations and email. Communication often contains confidential/sensitive information, including organization and individual financial data.

Specific Job Skills:

- Thorough knowledge of financial and generally accepted accounting practices (GAAP) and procedures; ability to explain accounting practices, procedures, and protocols.
- Understanding of governmental and agency accounting regulations and reporting requirements.
- Ability to effectively supervise, coach, and mentor staff.
- Ability to delegate work appropriately.
- Knowledge of Head Start protocols, funding sources, and the relationship to accounts payable and receivable.
- Ability to research statutes, legislation, regulations, and directives that govern the financial aspects of a non-profit agency.
- Knowledge of and ability to use Microsoft Office, particularly Word and Excel.
- Keyboarding skills, computer literacy and familiarity and/or ability to learn/use various applications such as a database, payroll programs, fund accounting software, email/ internet, various office equipment such as postage meter, fax, copier, etc.
- Attention to detail.
- Ability to analyze and troubleshoot data.
- Ability to see “cause and effect” of transactions.
- Ability to make decisions and use independent judgment.
- Ability to perform intermediate to advanced math (data analysis, statistics, and number manipulation).
- Ability to sit for an extended period.
- Ability to occasionally lift and/or move up to 30 pounds.
- Ability to meet deadlines while working on various projects simultaneously and often with multiple interruptions.
- Ability to use discretion in handling sensitive confidential and privileged information
- Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.
- Ability to maintain a good driving record/insurability in order to complete site visits, off-site meetings and trainings.
- Position requires continuous talking, fingering, hearing, and repetitive motions of hands/wrists. Frequently requires walking, and sitting. May occasionally require standing, handling, and bending.

Education and/or Experience:

- Must have the ability to be bondable.
- Bachelor’s degree in accounting, finance, business or related field required (advanced degree preferred).
- Five plus years of experience managing the financial operations for a non-profit, foundation, or business, including experience with budgeting, accounting, payroll/benefits, and financial reporting; knowledge of generally accepted accounting principles for non-profits; strong MS Office skills, including advanced Excel skills

- Experience with federally-required audits, grant monitoring visits, cost allocation plans, and Office of Management and Budget circulars.
- Excellent management skills; able to influence and engage direct and indirect reports and peers; demonstrates leadership in a collaborative, inclusive team environment
- Strong written, oral, interpersonal, and presentation skills, including the ability to interface with staff, board of directors, and community partners.

Job Conditions:

Work generally takes place indoors in an office environment during normal business hours with regularly scheduled evening meetings. Depending on time of year (budget cycle, year-end, etc.) work may extend beyond a typical 40 hour week.

I acknowledge that I have had the opportunity to read and to discuss this job description with my supervisor. My signature below acknowledges my acceptance of the position duties and responsibilities as delineated in this job description.

Employee Name (Print)

Employee Signature

Date

Supervisor Signature

Date