

### JOB DESCRIPTION

Position Title	Department	Reports to
Finance Director	Human Resources	Executive Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	04.15.2023

#### POSITION SUMMARY

The Finance Director is the senior finance leader at Mid-Columbia Children’s Council (MCCC), serving as the liaison between the Finance Team, Executive Leadership, and Program Managers. The Finance Director provides accurate and timely financial information, assists in the day-to-day management of the business, and guides strategic and budgetary decisions. This position drives the program budgeting and financial reporting process, as well as related spend, periodic re-forecasting, and financial analytics.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Prepare and deliver accurate and timely financial reporting to the Executive Director, Board of Directors, and Program Managers.
- Work with Executive Leaders and Program Managers to develop, monitor, and report on annual revenue goals, including highlighting any potential issues or shortfalls for action in a timely manner.
- Reconcile budgets and anticipated costs with actual resource allocation. Prepare formal monthly narrative on variances for Executive Leaders and the Board, including balance of unbudgeted cash available by restricted purpose.
- Prepare working budget adjustments and recommend solutions for improvements in subsequent budgeting cycles.
- Serves as the primary point of contact on revenue matters, including recommending and implementing ways to improve management, tracking, and allocation of funds.
- Develop a reliable cash flow projection process and reporting mechanism, which includes minimum cash threshold to meet operating needs.
- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies, and regulatory actions.
- Works effectively and collaboratively with peers to create a desired culture of service and collaboration across the organization. Leads by personal example.
- Ensures up to date and detailed recording of obligations and expenses in the financial system and understands how the organization uses funds, both donor restricted and unrestricted. Responsible for applying principles of accounting to maintain the general accounting system. This includes preparation of reports and statistics reflecting assets, liabilities, financial transactions and journal entries, earnings, cash balances, and other financial results.
- Collaborates with Senior Leadership Team to manage multiple contracts efficiently and ensure timely reporting and payments of obligations in connection with these contracts. Maintain cooperative relationship with program funders, governmental agencies, and other stakeholders. Oversee billing and invoicing.
- Advise on any contracts into which MCCC may enter.
- Work with Program Managers and the Finance Team to develop program proposal budgets and educate staff on budget and financial planning as well as MCCC needs and processes.
- Monitor performance obligations in contract agreements through regular coordination with Program Managers and escalate revenue- or cash-impacting delays to Executive Leaders.

- Ensure compliance with federal or state regulations and the award terms and conditions of revenue contracts. This includes reporting and maintaining documentation of all efforts.
- Enhance and/or develop, implement, and enforce policies and procedures by way of systems that will improve the organization's effectiveness.
- Optimize banking and deposit relationships and initiate appropriate strategies to enhance cash position.
- Serves as the primary point of contact for the annual external financial audit and promptly acts on issues that may arise during annual audits.
- Supervise employees and direct work of Finance Team. Contribute to a positive, strong organizational culture that that helps team members feel valued. Coach, mentor, and motivate the Finance Team.
- Perform other work-related duties as assigned.

**MINIMUM QUALIFICATIONS (EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES)**

- Bachelor's degree in accounting, business, or related field; Master's degree preferred.
- Ten years of related experience with budgeting, financial analysis, and financial reporting.
- Advanced analytical skills, problem solving (issue identification and prioritization) skills, communication, and presentation skills are essential for this role, plus the ability to exercise sound, ethical judgment and make decisions based on accurate and timely analysis.
- Experience successfully managing key stakeholders and staff. Proven ability to collaborate across departments to implement processes and achieve results. Track record of building and maintaining productive relationships with multiple stakeholders.
- Demonstrated success in engaging diverse colleagues and stakeholders. Bi-lingual language skills a plus. Comfortable talking about identities such as race, ethnicity, sexual orientation, class, ability, or gender in plain, specific terms as they relate to the workplace and cultural heritage.
- Ability to prioritize, multi-task efficiently, and respond to a high volume of ongoing requests in a timely fashion. Ability to adapt and be flexible in a dynamic work environment. Ability to work effectively with frequent interruptions required.
- Proven ability to continually develop skills related to use of rapidly changing technology and communications best practices.
- Advanced knowledge of Microsoft Excel required. Familiarity with other software, including Sage products and standard budget tools is preferred.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is typically low to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the

incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Supervisor/Human Resources**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mid-Columbia Children’s Council is an Equal Opportunity Employer.