

## POSITION DESCRIPTION

**TITLE OF POSITION:** Director of Administration and Finance

**DEPARTMENT OR OFFICE:** Finance & Administration

**SUPERVISOR'S TITLE:** Executive Director and Deputy Executive Director

**FLSA STATUS:** Exempt

**DATE CREATED/REVIEWED:** September 2006

**NATURE OF POSITION:** The Director of Finance & Administration is responsible for the overall management of the financial and administrative functions of the association. These responsibilities include:

- Recommending cost-effective management systems; establishing and maintaining the chart of accounts; ensuring the adequacy of accounting practices, handling of funds, internal controls, and reporting to government agencies;
- Producing timely and accurate reporting of financial information to the executive staff, Treasurer and the Board of Directors;
- Maintaining all employee payroll records;
- Reviewing and approving vendor contracts;
- Coordinating preparation of the annual budget under the direction of the Deputy and Assistant Executive Directors and assisting all directors in developing department budgets for incorporation into overall budget;
- Assisting in federal contract budget preparation and negotiations;
- Developing and maintaining cash flow projections (both long-term and short-term);
- Advising the executive staff, directors and managers in matters regarding financial management;
- Arranging annual independent audits of the association's financial operations;
- Reviewing processes and making changes as required;
- Updating the association's financial policies and managing the finance department;
- Managing all human resources responsibilities, to include the dissemination, tracking and compiling of annual staff evaluations; recruiting for open positions via print and web advertising; scheduling and participating in candidate interviews for positions; making hiring/termination recommendations; developing and revising position descriptions; maintaining personnel files; determining salaries for new and existing employees; addressing personnel issues within the office; maintaining the employee benefits package; quarterly staff training; employee award/recognition program; and locating, hiring and placing temporary employees and interns within the office;
- Managing the information technology, building management, office supplies and distribution and front desk/reception functions.

## **BACKGROUND REQUIREMENTS OF INCUMBENT:**

**Education:** MBA or CPA, or combination of a four-year college degree in the accounting/financial areas with extensive work experience.

**Skills:** Requires extensive knowledge of generally accepted accounting principles and practices as they relate to non-profit organizations. Thorough knowledge of budget preparation, federal grants and contracts, cash flow projections and financial analysis. Understanding of computer accounting systems. Outstanding writing, interpersonal and organizational skills. Knowledge of the following software programs is required: MS Office Suite; iMIS and Great Plains/Dynamics preferred.

**Relevant Experience:** Five to seven years related accounting, administrative and supervisory experience. Knowledge of association financial management, employee benefits administration, and human resources management is required.

**SUPERVISION REQUIRED:** Position requires minimal supervision. Direction is received from the Executive Director and Deputy Executive Director in the form of verbal or written instructions. This position generally functions on an independent level based on current policies, activities and strategic plan.

**SUPERVISORY RESPONSIBILITIES:** This position supervises six full-time staff. May supervise part-time/temporary staff during high workload periods.

**AVAILABILITY OF QUALIFIED PERSONNEL:** This position should be filled within three to four months if vacated.

## **POSITION RELATIONSHIPS:**

**Membership:** Minimal contact with the membership.

**Governing Structure:** Heavy contact with board members, especially the Treasurer. Moderate interaction with the remaining Board members and division secretaries in the form of financial information, reporting and presentations. Provides financial reports and assistance to Sections and Committees.

**Government:** Heavy contact with federal agencies in negotiation of contracts and quarterly financial reporting requirements.

**Public:** None.

**Other Organizations:** Heavy contact with auditors, financial planners and vendors for administrative services.

**Association Office Personnel:** Heavy contact with other staff members to accomplish the goals and objectives.

#### **POSITION RESPONSIBILITIES:**

**Policy Formulation:** Develops internal procedures for financial control. Develops, revises and updates financial and personnel policies as needed for review by the Executive Director.

**Planning:** Shall conduct vision planning and develop both short and long range strategic plan of the department. Responsible for planning and directing departmental priorities and will provide guidance and leadership to staff members in the execution of both departmental and association strategic plans. Assesses staffing needs regularly to determine if additional temporary or intern assistance is required; may recommend a significant change in job responsibilities for an existing position or that a new position be created.

**Decision Authority:** Within budgetary limits, has the authority to set up payment schedules and determine priority of payments. Responsible for recommending the hiring, dismissal, advancement or promotion of association employees; development of position descriptions; and determining salaries for new and existing employees.

**Budgetary Responsibilities:** Practice fiscal responsibility in the creation, implementation and management of the department and budgets. Shall participate in budget discussions and planning sessions that relate to the formulation and implementation of the annual budget. Responsible for the efficient management of the operating budget. Develops and administers the finance and administration budgets. Also assists in the preparation of the sections, committees and government contract budgets. Must keep department and program managers apprised of their budgetary accountability.

#### **OTHER RELEVANT REMARKS:**

An overall understanding of non-profit accounting and administrative operations is a must. Current knowledge of generally accepted accounting principles, federal accounting requirements, UBITs and FLSA requirements is necessary.