

## **Alternative For Girls Job Description**

**Job Title:** Director of Finance

**Department:** Finance

**FLSA Status:** Exempt

**Reports To:** Chief Executive Officer (C.E.O.)

**Date:** 8/30/2010

**DESCRIPTION:** The Director of Finance is responsible for all accounting operations of the agency, including the production of periodic financial reports, maintenance of accounting records, and a comprehensive set of controls designed to mitigate risk and enhance the accuracy of the agency's reported financial results. The Director reports to the CEO.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Administrative Responsibilities

1. Create, coordinate, and maintain financial processes and supporting information systems to achieve the agency's financial goals.
2. Develop and implement accounting procedures.
3. Develop and implement internal controls.
4. Ensure that financial statements conform to generally accepted accounting principles (GAAP)
5. Ensure compliance with laws and governmental reporting requirements regarding financial matters.
6. Ensure compliance with grantor and other funder requirements regarding financial matters.
7. Prepare and/or supervise the preparation of financial statements, financial reports, special analyses, and information reports.
8. Monitor the agency's projected cash flow status.
9. Work with Program Directors to assist in planning, tracking and documenting spending for programs and grants.
10. Participate in agency leadership. Serve on the Finance Committee. Provide information to the Board and Executive Committee as required.
11. Participate in short and long term financial planning.

#### Management of Finance Department

12. Establish Finance Department goals, and monitor progress toward those goals.
13. Supervise Finance Department staff.
14. Oversees internal payroll processing.
15. Oversees grant management.
16. Establish and oversee procedures for storing Finance Department records.
17. Keep Finance software up to date. Train staff in use of software.

#### Grants

18. Prepare budgets for grant applications.
19. Maintain and implement indirect cost allocation plan.
20. Monitor spending on grants to assure expense budgets will be met.
21. Prepare for grant audits.
22. Implement grant auditors' recommendations.

#### Budget

23. Prepare annual agency budget.
24. Track actual revenue and expenses against the budget and analyze significant variances.

### Audits

25. Participate in selection of independent auditors.
26. Prepare records and reports needed by auditors.
27. Ensure implementation of auditors' recommendations.

### **Intra-Agency Relations:**

1. Participate actively and constructively as a member AFG's Leadership Team.
2. Develop Department Team.
3. Work cooperatively with other Departments and Staff to coordinate and deliver overall agency services.

### **Inter-Agency Relations:**

1. Represent AFG in a professional and positive manner at all times.

### **Supervision Given/Received:**

1. Participate actively in individual supervision with the C.E.O.
2. Provide direct supervision of staff assigned to the department including interviewing, initial and ongoing training, ongoing supervision, disciplinary action, and evaluations.
3. Manage volunteers including initial and ongoing training, providing support and resource information as needed.

### **Professional Growth and Development:**

1. Pursue professional development and lifelong learning.

### **Other Duties as Assigned.**

### **EDUCATION and/or EXPERIENCE**

#### Required

1. Bachelors Degree in Accounting, Finance, or related field and strong knowledge of accounting standards and business functionality.
2. Three years of senior accounting experience preferably in a non-profit setting.
3. Strong knowledge of generally accepted accounting principles (GAAP)
4. Strong analytical skills with the ability to resolve technical accounting issues.
5. Computer experience including spreadsheet, word processing and accounting software.
6. Significant experience with Microsoft Access.
7. Experience in budget preparation.
8. Two years supervisory experience.

#### Preferred

9. Five years of senior accounting experience preferably in a non-profit setting.
10. Experience in a human services agency.
11. Experience with government grants.
12. CPA.

### **General Qualifications:**

1. Flexibility, reliability, stability, and consistency in job performance.
2. Strong work record indicating high level of responsibility, organization, and self-motivation.
3. Excellent skills in communication, particularly employee relations.
4. Ability to work within short-notice deadlines and last minute proposal applications.
5. Excellent skills in written communication.
6. High level of maturity and personal stability; capable of setting limits and of effective, organized follow-through.

7. Ability to handle crisis situations, maintain confidentiality, and tolerate stress professionally.
8. Meet all Agency licensing requirement: TB test, DHS clearance, etc.

**Physical Demands/Working Conditions:**

1. Moderate lifting of supplies and thirty pound boxes of accounting records.

**SALARY RANGE:** \$49,500 to \$55,700 depending on experience and education

**Send Resume to:** HR Manager  
Alternatives For Girls  
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Detroit, MI 48209 FAX: 313-361-8938  
[sbelchunas@alternativesforgirls.org](mailto:sbelchunas@alternativesforgirls.org)

*Women and Minorities Encouraged to Apply  
Alternatives For Girls is an equal opportunity employer.  
AFG enjoys a smoke-free environment*

Job posted internally and at the following locations:  
ParnossahWorksDetroit.org  
Idealist.org