

Job Description

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| **Department**: Administration |
| **Job Title:** Director of Finance |
| **Reports to**: Executive Director**Effective Date:** August 2, 2022 |

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| **Level**:[ ] Professional[ ] Supervisory/Managerial[x] Executive | **Type of Position**:[x] Full-time[ ] Part-time[ ] Contractual[ ] Intern/Volunteer | **Hours per week**:[x] Exempt[ ] Non-exempt |

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| **General Description**: The Director of Finance ia an executive management team member whose responsibilities include general oversight of the agency’s financial practices and working with the Executive Director to define and monitor strategies for fiscal accountability. This position is responsible for creating and overseeing the agency’s $2 million dollar budget and cost allocation plan. The Director of Finance is responsible for overseeing the financial operations and financial planning for Arise, ensuring the smooth running of Arise’s finances by assessing financial activity, identifying solutions to financial issues, and preparing reports. A key aspect of this role is the funding compliance oversight of Arise’s state and federal grant funding sources, and the alignment of program spending within the marketing and stewardship goals of Arise. Additionally, this role is responsible for oversight of the Human Resources functions of Arise. |
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| **Core Responsibilities:*** Supports the Executive Director to ensure highly-productive, day-to-day management of the agency
* Maintain a strong understanding of contract fiscal management, budgets, and program standards as defined by federal, state and other funding entities
* Articulate program goals and philosophy to staff, volunteers, and community stakeholders
* Contributes to the creation and stewardship of organizational culture
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| **Day-to-Day Activities:** |
| **Fiscal:*** Comply with audit requirements and prepare financial statements
* Responsible for the management of all financial activities for the agency
* Oversees and implements financial planning in coordination with the Executive Director
* Assists the Executive Director with the yearly budgeting process for the organization and reviews all monthly fiscal board reports
* Works with the Executive Director and other executive management team members to develop and request all grant modifications
* Requests the needed grant pre-approvals for all necessary work products
* Oversees the agency's physical inventory
* Maintains an accurate system of standard bookkeeping practices for all the agency's programming, according to guidelines set forth by applicable funding sources and in compliance with generally accepted accounting practices.
* Oversees all aspects of the payroll in an accurate and timely manner and acts as benefits administrator
* Oversees preparation and filing of all government reports in an accurate and timely manner
* Prepares management reports for the Executive Director, Board of Directors and Board committees, as needed
* Prepares for the annual financial audit in a manner that facilitates the process in order to reduce cost to the agency
* Oversees personnel assigned to the fiscal office

**Human Resources:*** Interprets and communicates management policies and directives to employees
* Ensures compliance with all laws and regulations governing employees
* Ensures the completion and maintenance of all personnel files as required by funding agencies and human resource laws

**IT:*** Maintains a short and long-term agency technology plan for the procurement and replacement of technology systems
* Oversees contracts and services for all technology consultants
* Maintains comprehensive list of all technology related passwords for agency and staff members

**Operational Oversight:*** Assists the Executive Director and other members of the executive management team in the development of yearly and long-term agency strategic planning
* Ensures the agency is in compliance with appropriate regulations and licenses
* Responsible for the reporting of fiscal information to appropriate agencies and funding sources
* Works in conjunction with management team members to maintain appropriate fiscal knowledge for the management of programs.
* Ensures inventory and maintenance of equipment and supplies
* Works with the Executive Director to maintain the integrity of the facility and grounds and sets short and long-term repair and maintenance plans

**Fundraising/Outreach:**Works together with the Management Team to:* Develop the Agency’s relationships with the local community, government agencies, funders, and other social service groups
* Conducts speaking engagements regarding agency services when necessary
* Assists with fundraising events where needed

**Other:*** Complete an introductory training program that includes 40 hours of Sexual Assault Counselor training, 45 hours of Domestic Violence Counselor training and 8 hours of orientation to the agency
* Attends minimum of 10 hours of continuing education regarding victims of crime on a yearly basis (8 hours domestic violence, 6 hours sexual assault and 10 hours comprehensive crime victim services)

Additional Responsibilities as assigned by the Executive Director  |
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| **Work Experience/Educational Requirements**: |
| **Education and/or Experience:**   A CPA or Master’s Degree in Accounting, Business or related field preferred. A Bachelor’s Degree in Accounting, Business, or related field is required with at least three years of fiscal experience. Non-profit accounting experience preferred. **Certificates, Licenses, Registrations:** PA Act 33/34 certifiableFBI ClearanceValid driver's licenseMust complete 65 hours of training within the first month of employmentMust maintain a minimum of 10 hours of continuing education |
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| **Qualifications**: |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |

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|  Employee Signature Date |  Supervisor Signature Date |