



Job Description

Job Title:	Finance Director
Department:	Finance
Reports To:	Executive Director
FLSA Status:	Non-Exempt
Prepared/Approved By:	Executive Director
Approved Date:	February 2018

Summary of Duties and Responsibilities- Includes the following:

Oversees all financial operations of a non-profit organization. Other department duties as assigned.

Duties and Responsibilities:

- Ensure proper data entry into Quick Books software
- Reconcile bank and credit card statements
- Prepare and send payroll and payroll tax deposits
- Process accounts payable/receivable
- Submit quarterly reports to both federal and state
- Prepare monthly financials for ED and Board
- Assist with preparation of mid-year and annual budget
- Prepare year-end W2's and 1099's
- Submit necessary reports to government agencies at year end
- Submit necessary documents to CPA for annual financial review
- Prepare report for Worker's Compensation Insurance for yearly audit
- Some employee relations (HR)

Essentials:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Be a member in good standing in a local church.
- Exhibit a strong commitment and dedication to the sanctity of all human life.
- Maintain Confidentiality
- Perform routine clerical duties and have current computer knowledge.
- Exhibit excellent organizational skills.
- Be self-motivated, dependable and responsible.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills- Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas.

Oral Communication- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts the success of the team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Organizational Support- Follows policies and procedures; completes administrative tasks correctly and on time; supports center goals and values; benefits center through outside activities.

Professionalism- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to performance; monitors own work to ensure quality.

Attendance/Punctuality- Is consistently at work and on time; arrives at meetings, events and appointments on time.

Dependability- Follows instructions and responds to manager's direction; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications: To perform this job successfully, an individual must have the essential skills listed above and be able to perform the job duties and responsibilities 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 duties/responsibilities listed above.

Education and/or Experience:

High school diploma or general education degree (GED); six months to one year of related experience and/or training.

Reasoning Ability:

Ability to perform common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients, vendors and other employees of the organization.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

ACKNOWLEDGMENTS:

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the Executive Director retains the right to change this position description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the “Essential Requirements and Qualifications” of the job outlined herein, except as noted here: (If none, so state): _____

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is "at will," for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

Employee signature

Date

Executive Director

Date