



Job Description

Title:	Director of Finance	Hiring Range:	65K-75K Annual Salary
Reports to:	President & CEO	Benefits:	Health/403(b)/Paid Leave
Department:	Finance	Hours:	37.5 hr. reduced wrk./wk. Flexible Work Schedule
Apply Here by:	June 26, 2017		

ORGANIZATIONAL SUMMARY

United Way of Snohomish County brings together cross-sector partners to deliver intentional collaborative partnerships that put young children and their families at the center of services. We make strategic investments in these Collaboratives to advance the well-being of our families. Integrity, collaboration, innovation, equity, and outcome-oriented are the values our staff uphold that motivate and inspire our work.

POSITION SUMMARY

The Director of Finance reports to President & CEO and works closely with the board of directors, department lead team and all other departments to carry out our mission to transform lives by bringing people, resources, and strategy together to solve our community's toughest challenges.

Primary responsibilities include overseeing, managing, and administering all financial planning analyses, including financial statements, budgets, long-range forecasts and trends, financial models, and key performance measures. Must prepare and interpret management reports for investments, program grants, and other fiscal matters. Tasked with reviewing and approving recommendations for financial planning and controls, as well as accounting policies and procedures. This position also oversees internal process operations and data strategy roles. The Director of Finance supervises finance and data information staff.

KEY RESPONSIBILITIES.

Functional Responsibilities

- Serve as a member of the organizational department leadership team.
- Develop and implement financial goals, projects, policies, and procedures.
- Direct all general accounting and pledge processing activities.
- Direct and prepare annual organizational budget.
- Prepare reports, which summarize and forecast company business activity and financial position in areas of income, expenses and earnings based on past, present and expected operations.
- Oversee annual audit, other compliance reporting, overall budget, and financial controls.
- Oversees roles responsible for operations and data strategy
- Oversee United Way real estate management programs and ensures appropriate insurance coverage for protection against property losses and liabilities.
- Work with volunteer committees to set policies and procedures for accounting and administration of departments.
- Oversee and prepare the annual reporting requirements to United Way Worldwide, and to the State Association.
- Serve as staff lead to the audit and finance committees
- Oversee all IRS and other regulatory reports.

Supervisory Responsibilities

- This position supervises the A/R Accountant, GL Accountant, A/P Specialist, Operations & Data Strategy Manager, and temporary data entry positions. Responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and overseeing the training of employees, planning, assigning, and directing work.

QUALIFICATIONS

Education and/or Experience

- Bachelor's degree (B.A.) required from accredited four-year college or university; and five years or more of professional accounting; or equivalent combination of education and experience.
- CPA Certification strongly desired
- Acceptable fields of study include business administration, management, accounting, and finance.
- Experience working in nonprofit accounting and two years in a supervisory/leadership capacity.
- Experience with Abila MIP, or other non-profit accounting software a plus

Core Finance and Leadership Competencies

- Business acumen & strategic direction: Understands general business and financial principles to effectively lead, manage and align resources for performance; demonstrates understanding and knowledge of United Way network, business of the organization, and effectively creates strategy.
- Customer Oriented: Ability to take care of the customers' needs while following company procedures.
- Financial aptitude: Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Honesty / Integrity: Ability to be truthful and be credible in the workplace.
- Leadership: Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Operational planning & execution: Establishes effective and efficient processes that align department priorities with greater organization goals, strategy, and mission; collaborates effectively within the organization and motivates and inspires the culture of United Way as community change agent to improve lives in Snohomish County.
- Outward turning: Develops strategic relationships to benefit United Way and the community; seeks learning to build skills, knowledge, and abilities to challenge the organization in reaching its potential; is present and visible in the community and engages, listens, and understands community aspirations; establishes credibility as a leader on critical issues and solutions affecting the community.
- Talent management & people development: Builds and leads a diverse team that enables organization to succeed; coaches, mentors and invests time and resources in staff and teams; addresses performance improvement needs.

Knowledge/Abilities/Skills

- Possess thorough knowledge of financial management and reporting, computerized accounting systems, budget resource and management, and supervisory techniques.
- Possess strong leadership, communication, problem solving, project management, and analytical skills.
- Able to represent United Way with finance committee, audit committee and board of directors.
- Able to make responsible decisions, set priorities and meet deadlines on a consistent basis
- Ability to communicate effectively — both orally and in writing — with a wide variety of constituents and stakeholders. Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints.
- Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems; research and collect data; establish facts; and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

- Current, valid driver's license; use of a private vehicle; and valid automobile insurance.

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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, employee is occasionally exposed to moving mechanical parts. Noise level in the work environment is usually moderate.

JOB STRUCTURE

Job Status: Full Time
Job Type: Regular
Hours: 37.5 hrs./wk. M-Th 8:00-5:00 Fridays 8:30-Noon

To perform this job successfully, an individual must be able to execute each essential duty satisfactorily. Qualifications listed are representative of education, experience, competencies, knowledge, skills and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent(s) in this position. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.