



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

California Human Development Job Description

EMPLOYEE NAME:

JOB TITLE: Director of Finance

DEPARTMENT/DIVISION: Fiscal

REPORTS TO: Chief Executive Officer

FLSA STATUS: Exempt

LOCATION: Santa Rosa

REVISED DATE: 07/20/2022

Summary Description: The Director of Finance is a member of the executive team. The Director of Finance oversees the financial activities of the organization, including preparing budgets, financial reports, and summaries. The Director of Finance creates forecasts in conjunction with the corporate strategic plan, develops and monitors control systems designed to preserve the company's assets, and ensures that the organization can meet its financial commitments and manage cash flow in the most efficient way, maximizing the risk-adjusted return on investments.

DUTIES AND RESPONSIBILITIES:

Under the guidance and supervision of the Chief Executive Officer (CEO), the Director of Finance will:

- Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee financial management of the organization's programs.
- Builds and maintains tools, frameworks, and dashboards to measure products and practices across all teams with the goal of identifying weakness and inspiring improvements.
- Oversee the coordination and activities of auditors, ensuring all audit issues are resolved and all compliance issues are met.
- Review and approve financial statements in accordance with U.S. GAAP and federal, state, and other required laws.
- Ensures that financial reports are prepared in an accurate and timely manner.
- Develops the organization's annual budget to ensure that the final product accurately and objectively reflects the real requirements of the business.
- Ensures the organization can meet its financial commitments and manage cash flow in the most efficient way.
- In collaboration with the CEO and COO, carries out the issuing of any debt after conducting an analysis of future capital investment requirements, manages investments, and handles other liquidity-related decisions.
- Helps the company earn the highest possible risk-adjusted return on assets and return on equity. In collaboration with the CEO and COO, assist in formulating the corporation's future

direction and supporting tactical initiatives, helps analyze opportunities for corporate expansion within the strategic business plan.

- Performs financial planning and analysis to forecast future cash flows of the organization and compares the results to what was budgeted.
- Ensures company compliance with financial regulations and standards (IRS, State, GAAP, and government funding reporting requirements). Studies existing and new legislation and enforce adherence to requirements.
- Establishes a good working relationship with the banks and financial institutions that have an impact on the company's ability to finance its operations.
- Plays leadership role, communicates financial results of the organization to the Board, and supports the company's vision, mission, and values.
- Update and implement accounting policies and procedures. Oversee and maintain a procedures manual for the Fiscal department.
- Responsibility for the integrity of month and year-end closes.
- Work closely with Program Directors to track new projects and prepare required reporting.
- Attend Board of Directors, Finance Committee and audit meetings, primary financial liaison with Board of Directors.
- Performs other related duties as assigned.

Supervisory Responsibilities

Manages employees in the Fiscal department. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Required Skills and Abilities

- Ability to travel to various locations
- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to prepare effective and persuasive presentations on controversial or complex topics to top management, public groups, and/or Boards of Directors.
- Ability to apply advanced mathematical concepts.
- Ability to deal with a variety of abstract and concrete variables.
- Advanced knowledge of Microsoft Office including, Excel, Word, PowerPoint, and Outlook.
- Comprehensive knowledge of finance and budget policies, practices, and systems; budgeting and reporting techniques; fund accounting; human resource planning; accounting and bookkeeping
- Advanced knowledge of accounting software, such as AccuFund and IBS payroll system.

Education and/or Experience

- Bachelor's Degree in Accounting or another related subject
- Five or more years of proven accounting/financial experience
- Equivalent combination of education and experience
- Five years of supervisory experience

Certificates, Licenses, Registrations

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle
- CPA or CFA preferred
- Fifth year college or university program certificate preferred

Physical Requirements

Regularly: Stand; Walk; Sit; Manual dexterity for typing and;

Occasionally: Reach with hands and arms; Lift up to 25 pounds

Vision: Close vision (clear vision at 20 inches or less); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus);

Work Environment

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is **at-will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Reviewed by Human Resources: _____ Date: _____