

JOB DESCRIPTION

Job Title	Director of Finance
Employment Status	Part Time (25 hours per week)
Reports to	Executive Director
Supervision Exercised	Supervises Part-time Bookkeeper
Annual Salary	\$26.00 per hour
Benefits	Paid Holidays, Paid Vacation, Sick Days
Key Accountabilities	<ol style="list-style-type: none"> 1. Ensure the financial stability of LiftUp through use of non-profit financial best practices 2. Lead and oversee the development of a budget that supports the vision, mission and strategic plan of LiftUp 3. Oversee optimal and accurate staff benefits, insurance and payroll to support the best employee experience 4. Provide timely, effective and accurate report financials to staff and Board, including holding staff accountable for their budgets 5. Manage the effective utilization of grants and donor contributions
General Description of Position	<p>DIRECTOR OF FINANCE: Under the direction of the Executive Director, the Director of Finance will be responsible for overseeing the financial operation of the organization, including all revenues and expenses, banking, budgeting, internal controls, risk management, employee benefits and payroll management, sales tax, grants and contract funding. The Director of Finance will ensure that LiftUp is in compliance with all relevant state, federal and accounting guidelines for nonprofits. The Director of Finance supports the Treasurer and Finance Committee of the Board of Directors and assists with the annual audit and 990 preparation.</p>
Essential Duties	<ul style="list-style-type: none"> • Responsible for the overall financial management of the organization, including compliance with and application of generally accepted accounting procedures. • Guides the annual budget process, enters budgets into the financial system and provides actual-to-budget reports on a periodic basis. • Collaborates regularly with the Executive Director, LiftUp Leadership Team and Board Committees to ensure consistency in LiftUp’s culture and strategic direction. • Attends monthly staff meetings, weekly and other management and leadership team meetings and participates in trainings as needed and required. • Maintains the general ledger and related integrations and ensures accurate reconciliations among systems, including LiftUp’s revenue systems. • Reviews, revises, and monitors internal accounting controls and procedures. • Generates invoices and processes payments on invoices. • Manages accounts payable process and other disbursements. • Manages payroll processing through third party payroll service including payroll-related reimbursements and transfers (e.g., retirement and health accounts). • Ensures optimal and accurate record-keeping for employee benefits including insurance, vacation and sick pay. • Performs financial month-end, quarter-end and annual close and provide reports to Directors and Managers, Finance Committee and Board of Directors. • Manages organization cash flow and forecasting. • Participates in any review of or selection process for any system or application software that involves the organization’s revenue (money in) or expenses (money out) and manages all integrations with the general ledger.

	<ul style="list-style-type: none"> • Maintains needed documents for, and assists external CPAs with annual audit and 990 preparation. • Reviews and may participate in grant budgeting; generates financial reports for grant funders • Reviews and assists with risk management (insurance topics) and benefits selection • Implements investment and/or asset management policies and strategies requested by the Executive Director. • Reviews and assists with financial aspects of other local, state and federal requirements. • Supervises part-time bookkeeper and ensures accuracy in bookkeeping practices-filling in as needed when bookkeeper is unable to work. • Attends monthly staff meetings, weekly and other management and leadership team meetings and participates in trainings as needed and required. • Performs other duties as requested by the Executive Director.
<p>Minimum Requirements</p>	<ul style="list-style-type: none"> • Bachelor of Arts in related field, degree in Business Management or Administration preferred • Experience in nonprofit financial management including budgeting and nonprofit reporting; CPA and MBA a plus • Excellent interpersonal and communication skills and ability to maintain confidentiality • Ability to work comfortably with people from various socio-economic, racial, and cultural backgrounds • Ideal qualities: compassion, discernment, discretion, high attention to detail, self-motivation, self-discipline, organization, leadership • Ability to define problems, collect data, establish facts and draw valid conclusion • Ability to meet deadlines and multi-task in a fast-paced environment • Proficiency with Microsoft Office Suite, QuickBooks Online and related integrated cloud-based financial and payroll applications • Ability to satisfactorily pass background check

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