



CHILED A INSTITUTE JOB DESCRIPTION

JOB TITLE: DIRECTOR OF FINANCE

QUALIFICATIONS:

- Requires Bachelor's degree in Accounting or related field.
- Valid CPA certification preferred.
- Minimum of 5 years of relevant Accounting experience
- Experience working in a non-profit accounting office and supervisory experiences preferred.
- Working knowledge of MAS90 / Sage software products preferred.
- Working knowledge of Kronos preferred.
- Must be highly organized and, and be able to work with confidential information and be able to adapt to a fast paced office with constant change.
- Requires high degree of organizational and analytical skills.
- Must possess the ability and emotional stability to carry out all assigned duties.
- Must be proficient in PC skills – Accounting software, Microsoft Word, Microsoft Excel, and Microsoft Outlook.
- Must demonstrate behavioral skills and judgment conducive to role modeling appropriate skills for students.

HOURS OF DUTY: Generally 8:00 AM -4:30 PM, Monday – Friday. Additional or flexible hours or days of work may be required. This is an exempt, benefited position averaging a minimum of 40 hours of work per week.

SUPERVISOR: Chief Executive Officer

POSITIONS SUPERVISED: Accountant

TYPICAL PHYSICAL DEMANDS: Must have auditory, verbal, and visual acuity to adequately perform essential functions. Verbal communication and fine motor abilities must be demonstrated to effectively complete job duties. Must be able to reasonably perform essential functions without direct risk of substantial harm to self or others. Must be able to sit for extended periods of time in front of a computer monitor. Must be able to lift up to 35 pounds.

SUMMARY OF POSITION: Responsible for all aspects of Chile da's finance department, including the organization's accounting practices, internal and external financial and compliance reporting, contracts, property and general insurance, internal controls, payroll and payroll tax reporting, cash management, forecasting and budgeting. Must be able to maintain and ensure compliance in all laws, rules and regulations as it applies to Chile da. The position requires one to multi-task and to ensure accuracy in several areas of finance. Must be able to meet deadlines. Works closely with CEO and COO.

ESSENTIAL FUNCTIONS: See attached Essential Functions packet.

KNOWLEDGE AND DEMONSTRATED SKILLS:

- *Behave Ethically:* Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- *Communicate Effectively:* Speak, listen, and write in a clear, thorough and timely manner using appropriate communication tools and techniques.
- *Creativity/Innovation:* Develop new and unique ways to improve operations of the organization and to create new opportunities.
- *Focus on Client Needs:* Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions that are timely and in the best interest of the organization.
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or solve the problem.

PRIMARY DUTIES & RESPONSIBILITIES:

- Generate timely and accurate monthly financial statements and other management reports.
- Provide financial analysis and recommendations as they relate to financial results, forecasts, and budgets and report, as appropriate, to the Admin Team and appropriate Management and Core Program Team members.
- Create annual budgets with expected, realistic expenses and revenue, analyzing departments, line items, and incorporating expected staffing changes, including balancing wage increases with any expected benefit cost increases.
- Work in collaboration with HR Specialist and CEO for benefit renewal decisions.
- Manage the accuracy and productivity of the day-to-day activities of accounts payable, cash disbursements, cash receipts, investments, invoicing/billing, credit and collections, payroll preparation and reporting, fixed asset records, and general ledger maintenance.
- Ensure payments are made properly and on time, including payroll, payroll taxes and all other time-sensitive payments.
- Ensure accurate and timely filing of payroll quarterly tax reports, including 941, UCT-101 and annual tax reports including W-2/W-3, 1099 / 1096, 990, 1952, 5500 and 720 (PCORI fees).

- Be responsible for and oversee external audits, including financial statements, workers compensation, funder / county, and 401k retirement.
- Ensure timely filing of license renewals, such as RCC, and CBRF licenses, and raffle license, Non-Stock Corporation Annual Report, Charitable Organization, and Annual Report filing.
- Understand job duties and roles of staff supervised; be present for guidance and assistance.
- Supervisory duties include knowledge of schedules and workloads, providing performance feedback throughout the year, disciplinary action if needed and timely completion of performance evaluations.
- Establish and implement effective internal control policies and procedures.
- Implement and maintain effective cash management policy and procedure.
- Manage banking, insurance and investment relationships, ensuring required reports are received timely, and monitoring outstanding checks for unclaimed property.
- Be the main contact for bank accounts, including credit cards.
- Establish and implement effective internal control policies and procedures.
- Review and sign all service contracts; ensure compliance within requirements of contracts, working closely with Core Program Team and Management team.
- Ensure and monitor all service contracts are prepared, received, and signed prior to placement of new students.
- Participate in board of director and committee meetings, as required, along with furnishing requested information on a timely basis
- Be the software administrator for general ledger software (Sage 100), and assign appropriate roles and accesses, and create reports, as needed.
- Work closely with the Human Resources Manager, specifically with the HR/payroll software (Kronos), and co-leading the overall administration of that software, assign appropriate roles and accesses, and create reports, as needed.
-

IN ADDITION:

- Demonstrate patience, care, understanding, learning and excellence through all interactions with students and staff.
- Interact with parents, referring agencies, and school personnel to develop a dynamic and student focused team.
- Actively support and demonstrate the Mission, Vision and Values of Chileda.
- Be a positive example in words and actions to all students, staff, and visitors.
- Represent Chileda in a positive manner when interacting with the community and business leaders.
- Be knowledgeable of the Rules, Regulations, Policies, Procedures and Accreditation Standards that Chileda is required to follow.
- Be prepared to accept duties as assigned by supervisor.
- Participate in committees as assigned by supervisor.
- Concerning information provided by the Contract Coordinator, understand and confirm contractual requirements as related to area of responsibility.

- Ensure plans are in place to provide continuity in when absent. This includes developing and updating an Accounting Manual as well as planning for foreseeable emergencies and disasters.

Mission

Improving quality of life for youth with cognitive challenges and extraordinary behavioral needs.

Vision

To be recognized nationally as the premier center of choice for transforming the lives and behavior of youth with extraordinary needs.