



JOB DESCRIPTION

Position: Finance Director
FLSA Status: Exempt
Department: Finance
Reports To: Chief Executive Officer

SUMMARY

The Finance Director will direct day-to-day fiscal and accounting operations, billing, contracts and financial reporting. Supervise accounting staff, work closely with the program directors to ensure that financial goals are met, and assists with building a strong business infrastructure, and effective fiscal and accounting operations.

RESPONSIBILITIES

- Direct, manage, coordinate, and review all accounting functions, including financial reporting, accounts receivable/billing, accounts payable, and federal/state/city reporting requirements.
- Ensure the highest standards of integrity in financial reports, including compliance requirements.
- Stay abreast of regulatory developments and industry best practices.
- Produce timely and accurate financial reports for different stakeholders, including internal managers, the board of directors and the Executive Leadership team.
- Hire, mentor, and train accounting team members. Develop goals, conduct performance appraisals, and provide guidance and feedback.
- Update and maintain a documented system of accounting policies and procedures. Educate agency staff to ensure compliance with established policies and procedures.
- Work with and train department leaders to ensure that they have accurate information and skills to manage their department budget and financial goals.
- Manage agency cash flow, including weekly and monthly reporting.
- Coordinate and lead all audit activities, including annual financial and contract audits, timely submission of all required filings.
- Interact effectively with financial vendors, including banking services, funders and auditors.
- Other duties as assigned

QUALIFICATIONS

- Bachelor's Degree in Accounting or related field
- 5+ years of related experience
- Financial and accounting experience at an organization with multiple revenue streams
- Understanding of GAAP and special accounting needs within the non-profits 501(c)(3) environments, including restricted funds and grants
- Excellent verbal and written communication, and ability to present information clearly and effectively to internal and external partners
- Strong planning and implementing financial controls and processes
- Demonstrated ability to handle multiple demands, deadlines, and priorities
- Maintain positive, collaborative and productive working relationships across the agency
- Commitment to the mission and values of Davis Street



JOB DESCRIPTION

This job description is not a contract of employment, and is not designed to cover or contain a comprehensive list of all duties or responsibilities that may be required for this position. Duties and responsibilities may change at any time with or without notice.

Print Name _____

Signature _____ Date _____

Davis Street values diversity and is an equal opportunity employer.