



Director of Finance

Summary

The Director of Finance reports to the Chief Executive Officer. The Director of Finance will be responsible for directing the fiscal functions of the organization, developing effective financial strategies, monitoring all financial activities and ensuring compliance with generally accepted accounting principles (GAAP) and regulations, as well as in accordance with best practices in financial management appropriate within the industry with accounting regulations, and maintaining good relationship with funders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This following list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities based on business necessity. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Develop, prepare, monitor and analyze financial information to ensure the ongoing management of finances meets approved budgets and reporting/compliance requirements and report findings and results to key stakeholders;
- Provide leadership and insight for a wide range of complex budget and financial responsibilities including, but not limited to, monitoring of budgets, providing analyses and daily reports, budget modeling and forecasting for alternative budget strategies;
- Assist in the development of strategies, procedures, and policies that support efficient and effective allocation, management and monitoring of resources through practices focused on achieving and reinvesting in the vision and strategic direction of the organization;
- Oversee the compilation, analysis and dissemination of fiscal and budgetary information that will shape and inform decision support for the Board and leadership team, to contribute to sound decision-making and effectiveness in the planning and innovative management of the organization's resources;

- Work with staff to produce accurate forecasts for monthly, quarterly, and grant submissions;
- Review purchase orders, requisitions, and expense submissions for account coding accuracy, proper cost allocation, and allowability by funder and ensure financial records are compliant with all revenue spend down and accounting requirements;
- Develop and maintain a productive and cooperative working relationship with other funded community partner organizations' fiscal staff to ensure that financial matters are coordinated, efficient, and are in compliance with funders' policies;
- Orient and provide technical assistance to staff regarding financial procedures and required documentation;
- Review and implement locally those changes made to funder fiscal policies and procedures and attend necessary trainings by DOL, funders, etc., around such matters;
- Maintain the integrity of the public procurement process and ensure compliance with all applicable laws and procurement policies and procedures;
- Prepare and present reports, as requested by the Leadership Team, as well as those required by regulatory agencies
- Serve as primary contact for financial regulators, auditors and account representatives.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in Finance or Accounting; CPA a plus
- At least 2 years leadership level experience with a not for profit organization
- At least 5 years working experience in budgeting and reporting, understanding and working with complex systems, report writing, budget development, etc.

KEY SKILLS AND CHARACTERISTICS

- Excellent organization skills with superb customer service
- Proficiency with Microsoft Office applications and other databases, especially MS Excel
- Strong analytical and problem-solving skills, detail-oriented
- Solid knowledge and application of MIP® fund accounting software preferred
- Professional presence with well-honed communications skills, both written and verbal
- Ability to handle stressful situations and meet deadlines
- Ability to handle multiple tasks simultaneously

SUPERVISORY RESPONSIBILITIES

This newly created position will lead the accounting and fiscal staff; he or she may supervise up to two positions. Effectively performing various supervisory responsibilities includes, but is not limited to recruiting, selecting, orientating, assigning, coaching, counseling, communicating job expectations and disciplining employees. Ability to align staff skills with the organization's vision and mission is also paramount.

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. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee *is* regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently *is* required to talk or hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

This position operates in a fast-paced, business-casual office environment with a moderate noise level. The employee is occasionally exposed to outdoor weather conditions throughout the year during work-related travel.

APPLICATION PROCESS

Interested applicants should submit a cover letter, resume and contact information for three references to hr@employmilwaukee.org. on or before October 22, 2019, for full consideration to this opportunity.

Employ Milwaukee is committed to the principle of equal employment opportunity regardless of race, color, gender, age, sexual orientation, religion, disability, veteran's status or national origin and abides by state regulations and federal laws pertaining to equal employment opportunity.