

**Job Title:** Director of Finance & Operations

**Wage/Hour Status:** Exempt

**Reports to:** Executive Director

**Annual Salary:** \$90,000

**Primary Purpose:**

We are looking for an individual with great communication skills, and a proven ability to develop, implement and analyze financial reports and systems to support/drive key business and strategy decisions for our fast-paced Executive Director and growing team of professionals. If you are a team-player, enjoy leading others, have 5+ years of management experience in accounting/finance, and are willing to do whatever it takes to get the job done in a young and growing organization, we would love to hear from you.

**Your Responsibilities :**

- Prepare, analyze, and reconcile all financial statements and related reports including but not limited to balance sheets, income statements, cash-flow reports, budgets, and variance analysis.
- Manage all budget process activities; forecast all operational and financial aspects.
- Provide accurate monthly forecasts to ED.
- Provide management with timely reviews of organization's financial status and progress.
- Build and develop systems to streamline internal tracking and accounting processes
- Build dashboards to track key drivers and outcomes
- Provide analysis and evaluation of strategies.
- Hire, train, supervise, and develop accounting and finance team; manage schedules and workflow.
- Assist with special projects as required.

**Personality Traits and Competencies :**

- Analyze statistical and financial data.
- Calculate figures and amounts.
- Accurately complete detailed financial and statistical reports and paperwork.
- Energizing and uplifting personality; proactive with solution-oriented attitude
- Committed to excellence and expects nothing short of the best
- Demonstrates grace, tact, diplomacy and professionalism when interacting with others
- Patience, flexibility and adaptability - ability to react positively and quickly to last minute changes in logistics or needs
- Delivers under pressure – proven track record of working in a dynamic, fast-paced environment, requiring a high level of attention
- Thrives on systems and organization
- Impeccable organization skills and highly driven to deliver and execute.

**Qualifications:**

**Education/Certification:**

Bachelor's degree from accredited college or university (Masters is a plus)

**Experience:** 5+ years' experience in a leadership capacity in finance and / or operations.

**Major Responsibilities and Duties:**

- Working knowledge of creation and analysis of financial reports, including trends, comparative analysis, etc.
- Working knowledge of forecasting, data collection, data analysis, evaluation.
- Superior competence deriving critical information and analysis from data and numbers
- Ability to work with all levels of management.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Proficient in Quickbooks and Microsoft Excel

**Working Conditions:**

- Ability to multitask in a fast paced and dynamic environment
- Intense work cycles
- Physical ability to lift up to 25 pounds to shoulder height and 50 pounds to waist height
- Ability to bend, stoop, sit on the floor, climb stairs, walk and reach overhead

---

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



Approved by: \_\_\_\_\_

Date 8/25/2017

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_