

CENTRAL VIRGINIA ALLIANCE FOR COMMUNITY LIVING, INC.

Job Description

Position: Director of Finance and Administration
Employment Category: Full Time, Exempt
Reports directly to: Executive Director

Basic Function: The position will be responsible for fiscal and administrative operations of the agency. The position will structure and ensure all financial recordation and transactions; provide funding source and other financial reporting; procure all agency insurance; and respond to and coordinate general auditing and monitoring. The position will work closely with the Executive Director and the Leadership Team to plan, develop, manage, and implement agency, department, and program budgets. The position will provide a critical leadership role responding to agency fiscal operations and will be principle in supporting Department Directors as a member of the leadership team. The position will oversee administrative operations; manage the administrative budget and oversee staff dedicated to fiscal and administrative functions.

Educational Requirements:

- BA Required; Accounting Major or curriculum desired
- MBA Preferred; equivalent education and/or experience will be considered

Physical Abilities:

- Must be able to sit, stand and walk at moderate intervals
- Must be able to lift up to 20 pounds on a regular basis
- Must be able to utilize arms, hands and wrist to perform repetitive tasks

Required Abilities:

- General knowledge related to accounting principles; accounting software systems; and financial administration
- Minimum 2 years demonstrated experience with accounting practices
- Fund accounting experience preferred
- Experience and knowledge of federal funding regulations preferred
- Budget development and management knowledge and experience
- Knowledge and experience related to non-profit management practices and policies
- Knowledge and experience related to Human Resources

Principal Responsibilities

Finance

- Manage all financial transactions
- Ensures payroll functions and distribution
- Negotiate and coordinate all agency insurance transactions and issues
- Respond to all agency monitoring and auditing issues and interactions to include the processes for soliciting audit firm bids
- Responsible for developing and submitting Area Plan in coordination with the Executive Director
- In coordination with the Executive Director, the position will be responsible for the development, implementation, analysis and assessment of agency budgets; program budgets; and grant fund budgets
- Responsible for all financial reporting to include providing financial reports to the Board of Directors
- Responsible for responding to all federal, state, local, foundation, or other funding and grant requirements; to include all reporting as it relates to finance
- Prepares all budgets and financial requests for grant applications
- Responsible for monitoring subcontractors for financial compliance
- Responsible for determining and responding to all federal, state, and local tax reporting and obligations
- Develop and maintain financial procedures
- Manage and supervise finance department staff

Administrative

- Manage administrative operations to include all issues related to office operations; inventory control; implementing emergency policies; record retention; and managing and supervising administrative staff
- **Ensure the collection and integrity data collection and reporting as required by funding sources**
- Develop and maintain office procedures
- Oversees procurement processes and monitor for compliance
- In conjunction with the Executive Director, monitors for contract compliance; maintain official contract records; and develops amendments or other response, when required
- Serves as staff liaison to the Finance Committee and ensures ongoing Finance Committee Meetings

Any and all activities as assigned by the Executive Director.

Initials: _____

Additional Responsibilities	
CVACL conducts many activities that are considered promotional and special events. Those activities are critical to agency existence and can involve a number of varied tasks. ALL employees will be expected to be on call during such events, provide assistance as assigned and support the activities. ALL staff will share the promotional and special event responsibilities regardless of the employee's regular work schedule or job description. In relation to the promotional and special activities, employees can be asked to make those activities a priority immediately upon the need presenting. Every effort will be made to provide advance coordination.	
I have received, reviewed, discussed and understand the responsibilities, expectations and compensation as stipulated in the Director of Finance and Administration job description and communicated within this 2-page document.	
_____	_____
Employee Name Printed	
_____	_____
Employee Signature	Date