

Richland County First Steps
Position Description



Job Title: Director of Finance

Strategy: General Programs/Administration

Reports to: CEO

Work Schedule: mostly Monday-Friday, 4 hours per day, flexible

Exempt: Yes

Full-time: No

Qualified for Benefits: No

Job Summary

The Richland County First Steps Director of Finance will work as part of the Management Staff to guide the organization's overall mission and success from a financial point of view. This position is responsible for the financial management of RCFS according to state and federal guidelines and standards.

Major Responsibilities/Activities

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

Relationships

- Reports directly to the CEO.
- Attends monthly Management Staff meetings, Board Finance Committee meetings, and all Board of Directors meetings, as needed.
- Available to all RCFS program directors, staff, Board committees and the Board of Directors in relation to the finances of RCFS.

Financial Management

- Primary contact with the Regional Finance manager of SC First Steps for processing of revenues and expenses and reporting on such.
- Manages the financial operations of Richland County First Steps and assists with all financial campaigns and fundraising.
- Insure adequate financial procedural processes are in place to assure appropriate utilization of funds for all programs including state, federal and private levels.
- Work with Management staff to ensure program spending is on target, adjustments are made as needed throughout the program year, and monthly program-level reports are generated.
- Coordinate with all contracted programs on invoicing, file maintenance, and audit records for all programs.
- Prepare the annual budget spending plan with RCFS program directors and the Board Finance Committee.

- Compile monthly financial reports and statements for the Board Finance Committee to review and approve.
- Reconcile credit card statements monthly, as needed.
- Assist with end of year reports for all programs, Annual Report for SCFS, and others as required.
- Work closely with the CEO, Board Finance Committee and the Board of Directors to meet all financial state and federal standards, procedures and reporting requirements.
- Primary contact with the auditors annually.
- CACFP budget and allocations for Early Head Start

Other Duties

- As assigned by the Chief Executive Officer

Minimum Requirements

- Bachelor's degree and 3-5 years experience in financial management or equivalent combination of education and experience commensurate with the position
- Experience in all aspects of non-profit financial management of an agency
- Working knowledge of GAAP, internal controls and federal grants
- Ability to establish and maintain effective working relationships with necessary agencies, organizations and public/private sector organizations
- Ability to communicate effectively and persuasively, both verbally and in writing
- Strong organizational skills
- Experience with computers and other technology
- Strong interpersonal skills
- Understanding of basic accounting principles
- Experience with fundraising preferred
- Ability to legally operate a motor vehicle and have reliable transportation
- Ability to pass/maintain annual background checks including SLED and DSS (includes Sexual Registry)
- Mastery of Microsoft Office Software Applications

Essential Mental Functions

- Ability to speak before groups (staff trainings, state office meetings).
- Ability to organize and present large of amounts of information in a consistent manner.
- Ability to answer questions effectively.
- Effective listening and observation skills

Essential Physical Functions

- Ability to lift up to 40 pounds.

Equipment/Databases Used

- Equipment: Computer, Projector, Printer
- Database(s): SC Office of Data Statistics, eThority reporting system, Black Baud Financial Edge NXT