

<b>Job Title:</b>	Director of Finance
<b>Reports To:</b>	CEO
<b>FLSA Status:</b>	Full-time, Exempt, Regular
<b>Department:</b>	Administration
<b>Job Classification:</b>	8 - Executive

## SUMMARY

The Director of Finance directs YWCA Pierce County's financial planning and accounting practices and manages all financial services, while working in close partnership with the CEO, agency leaders, and the board of directors. The Director of Finance computes, classifies, records, and verifies financial data in maintaining accounting records, as well as performs analysis and reporting to ensure fiscal health and ongoing sustainability of the agency, its associated limited liability company (LLC), Home at Last (HAL) and HAL Condominium Association. In addition, this position serves as a member of the agency's senior leadership team and as such is an active participant in shaping and executing agency strategy, as well as enabling daily operations.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Functions as a YWCA leader by actively promoting the YWCA's mission, inspiring a shared vision, modeling YWCA's ethics and values, encouraging others to be their best, ensuring equity, embracing innovation, and looking forward toward the future of the YWCA,
- Sets and models standard for and monitors conduct of supervised programs to ensure that position competencies and YWCA policy, ethics, and values are fully implemented.
- Develops work plans and assigns priorities for staff in alignment with agency strategic plan.
- Actively participates in Directors' Team, Leadership Team, staff meetings, and scheduled internal trainings.
- Ensures compliance with continuing education requirements for self and staff.
- Works with Human Resources to recruit, interview, hire, train, coach, support, discipline and evaluate program staff.
- Oversees, completes and/or directs the budgeting, audit, tax, accounting, purchasing, compliance activities, reporting, and long-range forecasting for YWCA Pierce County, Home at Last LLC, and HAL Condominium Association.
- Provides up-to-date information to CEO and the board of directors regarding financial management best-practices, recommending policy updates or practice improvements.
- Contributes to strategic planning for the agency, thereby supporting alignment of resources with strategic initiatives, by serving as a member of the Directors and Leadership Teams.
- Develops procedures and utilizes computer accounting software systems necessary to maintain proper records and to afford adequate accounting controls and services.
- Appraises the organization's financial position and issues regular reports on organization's financial stability, cash flow, and growth; prepares monthly financials, metrics, and dashboard reports. Interprets key findings from analysis for other leaders and the board to support robust decision making.
- Partners with leadership and board members to develop approaches that sustain the fiscal health of the agency and its associated LLC.
- Coordinates the establishment of program budgets and assists program directors and managers in the preparation of annual budgets and budgets for funding applications.
- Oversees, completes and/or directs the preparation and issuance of the YWCA's operating and capital budgets.

- Communicates with senior staff regarding monthly budget to actual results throughout the year.
- Oversees grant budgets and billing. Builds and sustains relationships with grant and contract contacts for the purpose of resolving billing and fiscal issues. Reviews monthly and/or quarterly invoicing for government grants.
- Provides schedules and other data as required by government granting agencies for their regular audits of YWCA grants.
- Serves as the primary staff liaison to the board of directors' finance committee.
- Manages the YWCA and Home at Last, LLC external audits.
- Analyzes revenue and expense trends impacting YWCA programs and the agency as a whole.
- In conjunction with the CEO, develops recommendations for Board action relating to investments, cash management, fund structures, and related financial management matters.
- Establishes and maintains contacts with financial institutions, fund managers, and audit firms.
- Verifies details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases.
- Reviews vouchers, invoices, checks, account statements, reports, and other records and for accuracy.
- Reconciles bank statements.
- Monitors loans and accounts payable and receivable to ensure that payments are up to date.
- Reconciles report discrepancies and problems.
- Conducts continuous quality assurance and quality improvement practices to ensure best practices in the Finance department.
- Oversees and supports accounting staff in payroll completion, in partnership with HR.
- Works with Finance and Human Resources staff to ensure that employee benefits and benefit payments and deductions are accurate and up to date.
- Coordinates with Human Resources for annual insurance renewals and provides analysis of financial impacts resulting from policy and premium changes.
- Provides training to staff regarding agency fiscal processes and authorizations.
- Gives input and suggestions for improving and evaluating the work of the agency, through the lens of fiscal sustainability and by embracing an agency-wide view.

This is a general description of the responsibilities of this position, and it is not inclusive of all job duties; other associated responsibilities may be assigned.

#### **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Commitment to YWCA vision, mission, and values
- Ability to demonstrate leadership, vision, and a value for diversity, equity, and inclusion
- Advanced knowledge of and experience with generally accepted accounting practices and techniques
- Proficiency with Microsoft Office
- Knowledge of or the ability to develop proficiency with MIP Fund Accounting software
- Ability to set department standards with that of the agency
- Ability to interpret and discuss specific accounting terms and results in layperson's language to leadership, staff, and board
- Ability to practice cultural humility and to collaborate with others who are significantly different in their identities, views, or life experiences
- Ability to consistently demonstrate ethics, trust, and integrity
- Ability to manage multiple tasks under tight deadlines

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, the board of directors, employees, and the general public

### **SUPERVISORY RESPONSIBILITIES**

The Director of Finance supervises the Finance Assistant. As a supervisor this position is responsible for carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. These responsibilities include staff development, training, supervision, consultation, and performance evaluation. This position designs and develops the roles of the supervised staff and directs and redirects their work as needed. This position resolves staff conflicts and/or challenges as they arise.

### **REQUIRED EDUCATION and/or EXPERIENCE**

- Bachelor's degree in accounting or related field, such as business, economics, or public administration.
- Five to seven years' experience in non-profit accounting, to include knowledge of grant billings, and endowment accounting, as well as experience working with auditors and asset managers

### **OTHER QUALIFICATIONS**

- Must have the ability to transport self within Pierce County. If that includes driving own vehicle then must possess current and valid driver's license and insurance.
- Acceptable criminal history record
- Completion of 30-hour Domestic Violence Victim Services training within first year of employment

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

The work environment is typical of an office setting. The physical demands of the position are typical of an office position: computer work, phone calls, meetings, presentations, and occasional travel. While performing the duties of this job, the employee is regularly required to sit and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee is occasionally required to lift and/or move up to 40 pounds.

The noise level in the work environment is usually low.