

SMART START OF FORSYTH COUNTY, INC.

POSITION DESCRIPTION

JOB TITLE: Director, Finance & Strategic Allocations/Chief Financial Officer

REPORTS TO: Executive Director/Chief Executive Officer

FLSA STATUS: Exempt

EFFECTIVE DATE: January 29, 2014

POSITION PURPOSE: Oversees accounting, budgeting, financial planning, financial liaison to outside agencies, fiscal contract compliance, fiscal grant management, fiscal monitoring, human resources, payroll, and benefits administration; provides leadership in building and sustaining an affordable, comprehensive, high quality system of early childhood development and learning for all children in W-S/Forsyth County; serves on corporate management team and as principal staff support to finance committee of the board of directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Goal: Operating and funding programs to build an affordable, comprehensive, high quality system of early childhood development and learning.

Strategic Goal: Building and sustaining sound business operations.

- Supervise the positions of: Educator Scholarships & Accounting Specialist; Family Scholarship Specialist; and Human Resource & Accounting Specialist.
- Manage and coordinate, on a cash basis of accounting, all fiscal and accounting policies and procedures, including, but not limited to, annual budgeting, cash flow, expenditure tracking and analysis, preparation and adjusting of journal entries for month-end and year-end closes, review and coding of all disbursements and receipts, general ledger maintenance, preparation of monthly, quarterly, annual and special reports, preparation of annual audit package and annual IRS Form 990 package.
- Coordinate fiscal oversight of principal corporate contracts and service agreements with private and public partners, and sub-contractors, including preparation of initial contract budgets and subsequent budget amendments or revisions, tracking and monitoring compliance for contract and sub-contract expenditures, and preparation or review of monthly and quarterly financial status reports (FSR's).
- Responsible for human resource functions, including outsourced payroll services and employee benefits administration.
- Coordinate maintenance of MIP and other accounting softwares, related security and electronic transfers of data and other financial information.
- Assist resource development activities and grant management by creating budgets and implementing tracking systems for accountability in optimal use of private and public financial resources, and blending and leveraging their value in achieving corporate goals.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Supervises a total of 3 employees
- Responsible for the overall delivery of financial services
- Carries out supervisory responsibilities in accordance with the organization's strategic plan, policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Other duties as assigned.

JOB REQUIREMENTS:

Education and Experience:

- Master's degree in business administration, accounting, or similar academic training
- CPA, CMA, or advanced credentialing in non-profit administration preferred.
- Minimum of four years of experience in an accounting and fiscal management environment required.
- Tax-exempt environment preferred, educational or social service environment highly preferred.
- An equivalent minimum of education and experience required.

Professional Skills and Abilities:

- Ability to effectively control and direct all management functions within a department.
- Ability to effectively communicate in person (one-on-one and in group settings), in writing, via phone, and electronically.
- Knowledge of accounting principles.
- Knowledge of early education theory and practice.
- Competence in understanding and working with diverse public and private, business and family cultures.
- Maintains detailed, accurate, and confidential (as it relates to corporate, client, customer, and personnel) files and records.
- Prioritizes and manages multiple tasks requiring extensive follow-up and timely completion of projects.
- Consistently demonstrates responsibility, accountability, and dependability.
- Computer skills in Microsoft Word, Excel, and Outlook.
- Operate an automobile and possess a valid driver's license.

Language Skills:

- 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 clients, the board of directors, the staff, and the general public.

Physical Requirements:

- Must be able to perform basic life operational skills of fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work; exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently, or constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and information, to perform accounting work, to operate a computer terminal, and to read extensively.

Work Environment:

- Individual in this position will be exposed to conditions typical of an office environment.
- Occasional day travel is required for fiscal monitoring visits and training. Overnight travel for training estimated at less than 1%.