



Director of Finance and Administration Childcare Resources Position Guide

General Description:

Under the direction of the Executive Director, the Director of Finance and Administration (DFA) is responsible for ensuring that the systems which support the agency's operations, including financial management, human resources, information technology, facility and risk management, operate effectively. The DFA supervises the agency's Senior Accountant.

Duties and Responsibilities:

General

1. Serve as a member of the senior management team and provide input on strategic agency decisions
2. Work closely with the Executive Director to make informative and accurate reports to the Board of Directors and agency team
3. Serve as the staff liaison for the Agency Operations Committee of the Board of Directors
4. Participate with all team members in making positive contributions toward the fulfillment of the agency's mission "to make quality child care happen."
5. Perform any and all other related duties and responsibilities as assigned

Financial

1. Prepare agency's annual budget for approval by the Board of Directors
2. Hire, supervise and provide leadership to Senior Accountant
3. Monitor agency's budgets and financial statements in order to prepare accurate reports of the agency's financial status, including department over-runs, shortages and significant changes in indirect costs and share with Board and senior management
4. Implement and monitor procedures to ensure timely and accurate preparation of all agency cash disbursements including compliance with policies governing the request and approval of payments for goods and services made on behalf of the Agency
5. Ensure accurate monitoring and reporting of agency bank account activity
6. Provide financial information to agency staff as part of grant submissions and required reports for grant awards
7. Maintain up-to-date knowledge of agency's accounting software through periodic training for self and staff
8. Oversee year-end independent audit

Human Resources

1. Implement and administer board-approved personnel policies and procedures to ensure appropriate compliance
2. Oversee and ensure legal and proper hiring and termination procedures
3. Administer the agency's benefit package including health, dental and retirement plans
4. Arrange training for management, staff and new hires as appropriate
5. Ensure that accurate personnel records are maintained

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Information Technology

1. Ensure agency's information systems are backed up daily both onsite and offsite
2. Oversee management and security of the agency's computer network

Facility

1. Supervise the management of the agency's physical plant and equipment
2. Ensure up-to-date procedures are written and followed for maintaining the building, equipment, computers, record storage and related support services

Risk Management

1. Oversee implementation of the agency's safety, disaster recovery and risk management plans, including, ensuring that alarms are working properly, drills are conducted and staff are knowledgeable of all applicable policies and procedures
2. Ensure appropriate insurance coverage is in force including completing and submitting annual insurance questionnaires

Qualifications

1. Strong non-profit account management skills required
2. Bachelor's Degree in Accounting with a minimum of three years expertise in managing key operational functions – financial management and accounting, human resources, and general agency operations
3. Knowledge of various accounting software
4. Knowledge of generally accepted accounting principles and procedures
5. Proven organizational skills with the ability to manage multiple priorities under pressure and accomplish short- and long-term deadlines with a heavy workload
6. Accuracy and attention to detail
7. Proficient in Microsoft Office Suite particularly Excel
8. Excellent written and verbal communication skills especially in articulating financial and other quantitative data to staff and Board members
9. Valid driver's license and regular access to vehicle covered by liability insurance with limits of \$100,000/\$300,000
10. Able to pass criminal history background information check required by Alabama law.

Please send cover letter and resume to childcare@ccr-bhm.org
No telephone calls please