

Healthy Smiles for Kids of Orange County
STAFF POSITION DESCRIPTION

ADMINISTRATIVE MANUAL
FILE UNDER: JOB DESCRIPTIONS

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POSITION: DIRECTOR OF FINANCE

APPROVED BY:

ISSUE DATE: 7/3/08

REVISED/REVIEWED DATE: 12/ 09

Position Summary:

Reporting to the Chief Executive officer, the Director of Finance is an integral member of the senior leadership team and will work with the Finance Committee of the Board to achieve the program goals and objectives. Working closely with the Executive Director, the Director of Finance will run the operations of Healthy Smiles for Kids of Orange County financial programs. Also identify, develop, organize and implement all of the accounting and financial programs.

Essential Functions:

Working in conjunction with the Executive Director and the senior leadership team, prepare the annual capital and operating budgets for HSK.

Develop financial analysis of projects, programs and grant requirements.

Formulate, recommend and implement financial strategies consistent with the Board Finance Committee's directives.

Provide leadership in the proper application of generally accepted accounting policies and procedures within the nonprofit environment.

Manage the internal and external audit function, including audits by contracting agencies.

Manage HSK banking relationships.

Develop proper cash management tools to meet HSK cash objectives.

Provide accuracy and integrity of financial records, including ledgers, journals and contract financial records.

Prepare monthly accrual basis financial reports of income and expenses, receivables, payables and bank balances for the Board of Directors and other financial reports and analysis as required.

Assist and support Program Directors in understanding departmental finances, monitoring budgets and fiscally related issues and problems.

Supervise payroll preparation and reporting.

Responsible for the recruitment, orientation and training of new financial/accounting staff.

Ensure compliance with federal, state and county regulations and funding compliance.

Revise, as necessary, the HSK Financial Policies and Procedures Manual.

Attend and actively participate in Leadership Team meetings, Board Committees (as appropriate) and full Board meetings (as appropriate).

The Director is expected to keep abreast of emerging trends and practices with the nonprofit communities in regards to accounting and financial practices, and to be active in professional societies and organizations, remaining current on nonprofit financial trends.

Develop long-range plans for financial and administrative programs and coordinate activities with the senior management team and Board of Directors to ensure a well integrated and consistent program.

Other such duties as shall be assigned.

Position Qualifications:

Bachelor's degree in accounting, business or related field or progressive work experience.

Successful experience with nonprofit agency with 5 years of progressive work history.

Strong understanding of nonprofit financial reporting and cost accounting standards.

Strong hands-on understanding of contracts and grants management; internal and external monthly financial reporting requirements.

Strong communications skills – both oral and written.

Be a creative and effective manager, leader and supervisor.

Must be able to develop and articulate clear goals and objectives.

Excellent organizational and time-management skills; responsive and good at follow-through.

Knowledgeable of "QuickBooks" financial and reporting capabilities, a plus.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls;

reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. Occasional hands-on contact is likely in the following: Hazardous Exposure (Chemical and Infections): Non-Ionizing Radiation (microwaves, sun, etc.): Radiation (x-ray).

Contact:

Liz Bear

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Location: Garden Grove

Deadline: 2/28/10

End/dl