



**BOYS & GIRLS CLUBS
OF WEST CENTRAL MISSOURI**

TITLE: Director of Finance and Human Resources
PROFILE SOURCE: Professional
DEPARTMENT: Administration
REPORTS TO: Executive Director
FLSA STATUS: Exempt

FUNCTIONS:

- Manage financial functions, including: processing and recording all financial transactions in the general ledger, day, month and year end reporting, financial operations, annual budget, assets and depreciation, payroll, accounting software, and accounting practices with the oversight of the Executive Director
- Manage office functions, including: inventory of office equipment, seeking and reviewing lease and service contracts, purchasing and compliance with various grants
- Manage personnel support functions, including employee benefits, personnel files maintenance, personnel compliance and other duties as assigned
- Provide support to Resource Development, Operations and Executive Director as well as other Club functions, as necessary, including preparing correspondence and reports, answering telephones and maintaining electronic and hard copy files

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Make recommendations to the Executive Director to establish and implement policies and procedures for all financial management and office functions, ensuring appropriate controls and compliance with generally accepted accounting practices.
2. Compile regular financial reports to support decision making regarding the Club's fiscal health

Strategic Planning

1. Collaborate with the Director of Development, Director of Operations, Executive Director and Board of Directors to develop annual income and expense budget as well as forecast financial viability of the Club
2. Provide timely and complete reporting of financial results and recommendations for necessary actions to maintain the fiscal health of the Club
3. Work closely with Club leadership and managers to :
 - a. Maintain, analyze and interpret general ledger for all funds

- b. Manage the preparation and analysis of financial reports on a monthly and as needed basis
4. Oversee the process for identifying and evaluating opportunities for improved financial operations, recordkeeping and reporting, working with external auditors to prepare and review audit schedules and annual report of audit findings

Resource Development

- a. Seek and secure financial support and resources by managing all assets and investments of the Boys & Girls Clubs, including real estate property, equities, bonds and other assets

Resource Management

1. Lead organizational planning and development of operating and fund account budgets and control expenditures against budget
2. Ensure the maintenance of financial records and recordkeeping systems to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements
3. Ensure a productive work environment within the finance and accounting function

RELATIONSHIPS:

Internal: Maintain contact with Unit/Site Directors/Managers to provide technical assistance in matters of financial operations; interact regularly with the Director of Development, Executive Director, Finance Committee and Board to develop fiscal policies and budgets and to present recurring reports in an advisory capacity

External: Maintain contact with external auditors, vendors, insurance carriers and other groups, as well with members, families, and the general public to give and obtain information, either in response to inquiries or as instructed by supervisor.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university in accounting, finance or business administration
- Minimum of three years experience of progressively responsible work experience managing the accounting and office functions in a non-profit agency, or equivalent experience
- Interpersonal and conflict resolution skills
- Thorough knowledge of budgeting and accounting practices, processes and procedures of non-profit organizations
- Ability to organize, direct and coordinate a variety of operations within the Club; facilities management; and budget management
- Effective communication skills: written; verbal and non verbal including presentation skills, informative nature, listening with comprehension
- Meticulous attention to detail and confidentiality
- Responsible decision making skills: analytical and systemic thinking
- Established leadership skills: developing commitment, facilitating, team building, establishing and maintaining effective working relationships with Board of Directors, community groups and other related agencies

- Knowledgeable about foundation and corporate funding processes

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Executive Director **Date**