



NOTICE OF VACANCY

Posting Date: December 15, 2020

Through: January 15, 2021

Title: Finance Director

Full Time (35 hours/week) with benefits.

Reports to: Chief Executive Officer

Summary: Manages the accounting operations of the organization including budgeting, auditing, payroll, and financial reporting, in accordance with generally accepted accounting principles, state & federal requirements, and internal policies and procedures. Oversees development and implementation of financial systems. Creates and interprets accounting reports to management and board. A critical member of the senior management team, responsible for communications inside and outside the Agency, especially with state funders and auditors.

- Manages financial aspects of all Agency contracts including preparation of reports and budgets.
 - Ensure timely monthly financial reports for senior staff and Board including cash flow, balance sheet & operating statements against budget
- Assist CEO in creation of annual operating and program budgets
- Ensure that Bank & investment account reports are monitored and reconciled regularly
- Responsible for creating and reviewing accurate allocation schedules
- In conjunction with CEO and Board, develop financial analyses and options regarding agency strategic opportunities
- Manage all government grants and ensure timely reimbursement requests and reports
- Monitors federal, state & Agency fiscal policies regarding contract & reporting requirements and interprets such to Agency staff
- Ensure compliance with all applicable contractual obligations, laws, regulations and organizational policies related to finances
- Responsible for maintaining bank relationship; work with Administrative Manager to ensure banking information is accurate and disseminated as needed
- Completes monthly bank reconciliations, and reviews any adjustments and corrections with Administrative Manager
- Maintain general ledger and reconcile balance sheet at least quarterly
- Work with CEO to create and update business continuity/disaster recovery plans
- Work with Administrative Manager on annual review of benefits options
- Manage audit process, including RFP and recommending annual contract to CEO & Board of Directors
- Other duties as assigned

Qualifications:

BA or BS with accounting major preferred plus a minimum of 5 years of experience working in a largely government-funded non-profit agency; documented experience in management of state/federal grants. Demonstrated strength as a team player. Track record in diversifying funding sources a plus. Experience with financial software required; Prior MIP/Abila software experience a plus. Must be able to effectively work in an office environment, which includes, but is not limited to, the ability to sit for at least 60 minutes at a time, the ability to use office equipment such as a computer, a cellphone/office phone, and the ability to lift and carry 5-10 lbs.. Reasonable accommodations may be made to enable a qualified individual with disabilities to perform the essential functions of the job, in accordance with applicable law.

Please send letter of interest and resume electronically to

Maureen.mcintyre@ncaaact.org , cc: eric.rodko@ncaaact.org

Subject line: Job Opening: Finance Director

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