



Job Description

Director of Finance

Job Title: Director of Finance
Reports To: Executive Director
Those Reporting To: None

Summary

The Director of Finance is the Chief Fiscal Officer of SAFE Haven of Racine, Inc., and as such, oversees all fiscal and accounting practices, including accounts payable, receivable, payroll and general ledger, as well as purchasing. Other duties include attendance at agency board and staff meetings, and assisting with the agency's Web site(s) as needed.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned.

Fiscal and Accounting

- Prepare financial expense and billing reports for all funding sources as required.
- Participate in the preparation of agency contract and grant proposals.
- Deposit and record all check and cash receipts.
- Record and pay all bills and other expenditures.
- Administer the agency's semi-monthly payroll.
- Coordinate and administer employee insurance coverage and other related payroll deductions.
- Prepare all governmental quarterly and annual payroll reports.
- Manage the petty cash fund.
- Prepare monthly financial statements for board presentation.
- Participate in board finance committee meetings.
- Advance and maintain all agency accounting records utilizing a computerized accounting program and keeping an offsite backup of all records as needed.
- Coordinate and prepare the annual agency budget for board approval.

Other responsibilities

- Purchase office supplies when necessary.
- Research and purchase funded office equipment as needed.
- Attend all agency board and staff meetings.
- Maintain and update the agency's Web site(s) as needed.
- Other duties, as time permits, at the discretion of the Executive Director.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate Degree in Accounting and experience working in the non-profit field.
Experience working with computer programs, i.e. Microsoft Office programs, computerized accounting programs, and Web site creation software.

Language Skills

Good oral and written communication skills, including skill in the provision of oral and written fiscal reports including budgets and balance sheets.
Must be able to read, write and speak English fluently
Bilingual Spanish language abilities preferred.

Computer Skills

Must be able to enter data, generate reports, perform word processing tasks, create and manage spreadsheets.

Other

Excellent problem solving skills and mature judgment.
Highly organized and capable of managing several tasks at one time.
An understanding of the significance of confidentiality and agreement to maintain this policy in all areas of agency work.
Have a valid driver's license.
Successfully complete a Wisconsin Department of Transportation Vehicle/Driver Record Information Request MV2896.
Maintain a minimum of \$100,000 automotive liability insurance, and submit documentation of same.
Successful completion of a State of Wisconsin HFS 64 background information disclosure form and Department of Justice caregiver background check conducted under s. HFS 57.15 (2) (a) and (3), and any subsequent investigation related to information obtained from the background check.

Physical Demands

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.

General office duties. Must be able to climb three flights of stairs in 90 seconds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.

Status

This position is an exempt full time administrative position not eligible for other employment with SAFE Haven of Racine, Inc.

SAFE Haven of Racine Inc. is an Equal Employment Opportunity/Affirmative Action Employer which affords employment opportunity to all applicants without regard to race, sex, sexual orientation, age, marital status, color, religion, national origin, handicap, disability or status as Vietnam-era or special disabled veterans; and is in accordance with applicable Federal laws and in compliance with the Americans with Disabilities Act.

This job description is subject to addition, amendment, change or revocation at any time without prior notice. The revised information may supersede, modify, or eliminate the existing job description.

A current copy of this job description must be provided to the employee, and maintained in the personnel file.

Revised: 1/9/2006

Signed, Employee

Date