

**POSITION DESCRIPTION**  
**A WOMAN'S PLACE**

**TITLE:** Director of Finance and Administration      **DEPARTMENT:** Administration

**EMPLOYMENT STATUS:** Full Time      **WAGE & HOUR STATUS:** Exempt

**SALARY RANGE:** 6

**PURPOSE OF POSITION:**

To direct A Woman's Place (AWP's) overall financial planning, accounting and financial reporting practices including financial functions such as accounting, budgeting, credit, employee benefits, grants, insurance, investments, tax, treasury and a wide variety of accounting and statistical data reports.

To manage negotiation, payments and maintenance at AWP sites.

**ORGANIZATIONAL RELATIONSHIPS:** reports to Executive Director

**OTHER RELATIONSHIPS:** Executive Director, Finance Committee members, Leadership Team, vendors, and auditor.

**FINANCIAL RESPONSIBILITY:** directs and evaluates the organization's fiscal activities to assure timely and accurate accounting practices; ensures the issuance of timely financial reports for management, Board of Directors and grantors.

**ESSENTIAL FUNCTIONS:**

1. Works closely with the Executive Director to develop policies and standards for accounting practices and plans, develops, organizes, directs and evaluates the organization's fiscal activities to assure timely and accurate accounting practices.
2. Manages financial relationships with funding sources including County, State, Federal and private grants and contracts, as well as relationships with banking and lending institutions, and the financial community.
3. Relates to Grants Compliance Manager regularly, preparing invoices and statements for Federal, State and County sources of funds.
4. Works closely with the Finance Committee of the Board of Directors in preparation and review of monthly financial reports, budgets, and regular reports on status of financial operations.
5. Works closely with the Leadership Team in preparation and review of monthly financial reports and budgets.
6. Oversees and directs budgeting, audit, tax, accounting, banking, financing and cash flow forecasting activities.

7. Develops and maintains a comprehensive system of internal control to ensure compliance with federal, state, and county financial and accounting regulations.
8. Works closely with Executive Director to assure effectiveness of computer application systems necessary to maintain proper records and to assure accurate and timely accounting reports.
9. Provides timely and accurate analysis of budgets, financial reports, and cash flow forecasting in order to assist management and the board of directors.
10. Negotiating new contracts with vendors as necessary to assure cost effectiveness.
11. Meets regularly with the Executive Director to keep her informed of AWP's fiscal standing, calling to her attention any issues which affect the smooth functioning of AWP.
12. Assist outside auditors with yearly audit by providing detailed financial records and analysis.
13. Strives for efficiency and effectiveness in all financial functions of AWP.
14. Supervises all bookkeeping tasks, including payroll.
15. Performs HR functions as related to finance, setting employees up in payroll system, grant compliance regarding personnel.
16. Maintains personnel files and audits regularly.
17. With Executive Director and leadership team, facilitates dissemination of benefits information, or changes to benefits to all employees.

**OTHER FUNCTONS:**

1. Initiates cost comparisons of all utilities and services provided to the organization.
2. Participates in meetings, including leadership team meetings, staff meetings and in-service professional development programs.
3. As necessary, participates in annual fund raising events and other AWP functions as may be required; performs other tasks or duties as may be assigned
4. Adhere to the confidentiality policy and other policies of A Woman's Place.
5. Contribute to the positive work environment of the organization

**JOB REQUIREMENTS:**

**EDUCATION:** 5 years of related work of life experience, and/or bachelor's degree.

**EXPERIENCE & QUALIFICATIONS:**

1. Highly motivated, well-organized, with an undergraduate degree in a relevant field with at least 6 years of accounting or financial management experience in a social service organization, including grants management and accounting principles.
2. Proficient in QuickBooks; able to create, read and send e-mail through Microsoft Outlook, create documents in Microsoft Excel and Work, use Microsoft Outlook calendar and work within an Internet/Intranet environment.

3. Ability to work in a fast-paced environment, often with competing priorities.
4. Must be a self-starter with the ability to meet multiple deadlines at once.
5. Understands the impact of domestic violence on women and children and the community, and demonstrates an understanding of feminist issues.
6. Presents strong written and oral communications skills with the ability to work under the pressure of deadlines.
7. Ability to foster and maintain a spirit of unity, teamwork, and cooperation among a diverse staff.
8. Ability to work flexible and evening hours.
9. Demonstrated ability to handle confidential information.
10. Ability to work in a crisis setting.
11. Upon hiring, has the option of competing AWP's 45 hour training, and must provide I-9 and Act 33 criminal background, child abuse clearance and FBI Fingerprinting

LICENSES / CERTIFICATIONS: None

**PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:**

1. Operation of office equipment.
2. Lifting up to 35 lbs.
3. Travel involved.
4. Exposure to cleaning supplies, office chemicals, paint, and insecticides.

**This is not an employee contract. A Woman's place has the right to change duties and responsibilities as needed.**

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**SIGNATURE**

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**DATE**