



## POSITION DESCRIPTION

**Title:** Director of Finance

**Reports to:** CEO

### Job Summary:

This is a salaried position, five days a week, based on workload, and seasonal assignment. It includes full-time benefits including PTO, paid holidays, and insurance. It also includes participation in the 401K plan.

The Director of Finance plans, organizes and directs financial operations for the organization. Develops annual budget, establishes internal controls and ensures all financial activities adhere to government regulations, Boys & Girls Club of Oshkosh policies and generally accepted accounting principles. Manages all financial functions including: accounting, financial operations, property management, insurance coverage, legal requirements, and grant records/reports.

Responsibilities also include business management functions, including vendor negotiations, building positive relationships with Board members, donors, staff, and volunteers.

This position has one direct report.

It is the responsibility of every staff member to cultivate and maintain positive donor relationships.

### Qualifications

- Bachelor's degree from an accredited college or university in accounting, finance, or business administration. CPA certification helpful, but not required.
- Good communication skills, both verbal and written.
- Strong organizational and analytical skills, as well as excellent follow-through skills.
- Experience in handling confidential records.
- Experience with Microsoft, especially Excel, Outlook, Google and Word required.
- Experience with Pivot tables
- Experience with Blackbaud products (Financial Edge and Raisers Edge) and Greater Giving auction software helpful, but not required.
- A minimum of five years of progressively responsible work experience managing the accounting and business in a nonprofit agency or equivalent experience.
- Ability to interact professionally with Club staff, Board members, volunteers and other related agencies and vendors.
- Must have a valid driver's license and good driving record.

### Job Responsibilities:

- Develop and maintain general accounting and financial reporting practices in accordance with generally accepted accounting principles.
- Develop and monitor budgets.
- Oversee cash flow management, provide recommendations to department leaders.
- Oversee the general accounting functions, including general ledger, fixed assets, accounts payable and accounts receivable.

- Perform account and bank reconciliations as part of monthly accounting close and other periodic reviews.
- Establish and maintain an effective system of internal control which ensures the integrity and reliability of financial information and protection of organization assets. Train staff on internal control processes.
- Prepare monthly analysis of operating results, including variations from budget. Provide recommendations to department leaders for improving results and performance.
- Responsible for the annual budget ensuring proper collaboration with program managers.
- Maintain banking relationships and manage availability of operating funds and temporary investment of financial reserves as directed by the Finance Committee.
- Oversee and coordinate annual audit and tax reporting requirements.
- Monitor and ensure compliance with all financial and regulatory requirements, including 501(c)3 tax exempt status, fiscal reporting, tax compliance and record retention.
- Collaborate with department managers and development staff to prepare grant budget requests for federal, state, local and other funding sources. Ensure accurate grant reimbursement requests and/or grant financial reporting.
- Maintain the general ledger to report on grants, programs and overall financial health of the organization.
- Negotiate and maintain adequate insurance coverages to protect the organization.
- Remain current in accounting regulations and trends.
- Maintain current accounting processes and procedures manual.
- Develop cash flow projections based on budget and revenue/expense components.

#### Leadership

- Attend meetings of Board of Directors and Finance, and serves as reporting secretary for the Finance Committee.
- Fosters a positive work culture.
- Maintain confidentiality in an appropriate manner.
- Performs other duties as assigned by CEO.
- Mandated child abuse reporter.

#### Physical and Mental Requirements:

- Must be able to sit for long periods and work on a keyboard.
- Must be able to lift up to 50 pounds.
- Must be able to think clearly and concisely.
- Must be able to go up and down stairs.

#### Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

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Salary range: \$58,000-66,000 annually