



Director of Finance

Position Description

Reports to: Executive Director

The position is exempt

Qualifications:

Expertise with computerized accounting systems, network administration and Microsoft Office software or equivalent office suite. Individual must possess excellent interpersonal and communication skills. Three years Senior Accountant level and supervisory experience is necessary. Bachelor's degree in Accounting or Business Administration is required.

Essential Functions of the Job:

- Excellent communication skills
- Good judgement skills
- Aptitude for Mathematical calculations and budgets
- General ability to hear and see and to sit for periods of time

Responsibilities include but are not limited to:

- Supervising fiscal department employees
- Developing and maintaining data processing systems and internal controls.
- Overseeing Agency computer operations
- Producing monthly financial statements
- Maintaining primary contact with auditors for annual certified audit
- Preparing all tax and information returns to government agencies
- Administering and reporting database for the Agency
- Sustaining integrity of database information
- Interacting with agency department heads on fiscal matters
- Preparing annual and interim budgets
- Authorizing fiscal department purchases
- Representing Agency on all fiscal and computer related issues

I have read and understand this job description.

Name (Printed)

Date