



Summary:

The Finance Director will be a strategic thought-partner for the organizations and will report to the CEO. This is a hands-on, participative director, and is responsible for budgets, financial reporting, bookkeeping, grant management, and maintenance of the organizations QuickBooks. The Finance Director is responsible for ensuring legal and regulatory compliance for all accounting and financial reporting functions, He/She will also oversee A/R and A/P processing, payroll and risk management. Additionally, oversight of Human Resources functions falls within this position. This position plays a critical role in partnering with the leadership team in strategic decision making and operations as Central Missouri Foster Care & Adoption Association (CMFCAA) continues to enhance its quality programming and build capacity.

Essential Functions:

- Lead all finance activities of the organization to ensure financial accuracy and timely, high quality reporting.
- Preparing monthly financial statements
- Ensure the proper recording of day-to-day financial activity, including all AP and AR functions
- Managing and optimizing cash flow
- Working with payroll company
- Manage YOP Tax Program
- Ensure timely reporting and compliance with grant reporting requirements through contracts, foundations, corporations and individual giving programs
- Presenting status of financial condition in a comprehensive monthly statements to CEO, and Board Finance Committee in a timely and accurate manner
- Coordinating with management and staff to provide current financial information necessary for decision making and budgeting
- Leading internal team for annual audit proves including acting as liaison between auditors, CEO and Board Finance Committee
- Lead the annual budgeting process in conjunction with the CEO.
- Acting as the voice for balancing financial risk
- Provides administrative support for the Board of Directors and leadership teams as needed
- Assists with annual fundraising events as needed
- Maintains payroll and staff attendance records
- Assists with the grant management and submissions

Human Resources & Administration:

- Assist with keeping the employee manual current and legal
- Assist in maintaining and monitoring employee benefits such as health insurance, LT Disability, vacation and sick time
- Assist in maintaining individual employee files that include all appropriate hiring documents, performance evaluations, current job descriptions and all other information required
- Drafts and mail communications and correspondence for CEO and staff as needed.

Preferred Qualifications:

- Minimum of a B.A., ideally with a CPA or related degree
- At least 3-5 years of overall professional experience, preferably with broad financial and operations management experience, including non-profit experience
- Experience with quality and content of all financial data, reporting and audit coordination for a Million + organization
- Ability to translate financial concepts to-and effectively collaborate with colleagues who do not necessarily have finance backgrounds
- Understanding of grants management
- Technology savvy including knowledge of accounting and reporting software, particularly QuickBooks
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with the ability to prioritize, negotiate, and work with a variety of internal external stakeholders
- Ability to attend a few key special events in accounting/event capacity
- Be able to work as part of a team and with vulnerable populations

Competencies:

- Ethical Conduct
- Financial Management
- Strategic Thinking
- Analytical Thinking
- Business Acumen
- Performance Management
- Empowering Others
- Written Communication

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Salary: \$40,000/plus benefits

Cover letter and resume will be sent to deanna@mofosteradopt.com by May 10th, 2018.