



DIRECTOR OF FINANCE

Position Description

East Central
Illinois
Community
Action Agency

Job Title: Director of Finance
FLSA Status: Exempt
Reports to: Chief Executive Officer
Developed: September 16, 2022

Primary Purpose:
 The Director of Finance is responsible for overseeing the company general ledger, producing financial reports for all internal and external financial statement users, and supervising the day-to-day operations of the financial reporting and accounting functions for the organization. The Director of Finance will manage budget oversight and actual expenses for the operating fund and grant programs. This position reports to the CEO and is responsible for the Fiscal Department.

Specific Duties & Responsibilities:

1. Manage accounting staff on accounts, ledgers and reporting systems ensuring compliance with GAAP standards, regulatory requirements, and rules for non-profits
2. Direct annual audit and 990 processes, serving as the principal liaison to the external auditor
3. Supervise grants administration, accounting, and budgeting
4. Provide advice and counsel regarding financial issues and controls to the CEO, Finance Committee and Governing Board of Directors
5. Oversees organization general ledger and budget management functions, including preparation of the annual budget
6. Prepare monthly and annual financial statements for review, (including explanations for variance analysis) and prepares cash flow analysis
7. Provides financial reports and analysis to the CEO, Finance Committee and Governing Board of Directors

Required Knowledge, Skills & Abilities:

1. Excellent leadership skills and ability to evaluate the work of others
2. Excellent verbal and written communication skills
3. Excellent organizational skills and attention to detail
4. Working knowledge of organization's applicable financial practices and procedures, as well as a thorough understanding of state and federal rules and regulations
5. Proficient with accounting software and standard office and accounting equipment

<p>East Central Illinois Community Action Agency</p> <p>Director of Finance</p> <p>Page 2</p>	<ol style="list-style-type: none"> 8. Update and implement all necessary business policies and accounting practices; improve the Fiscal Departments overall policy and procedure manual 9. Maintains compliance with accounting standards, government regulations, and tax laws 10. Develops procedures and systems for use in ensuring financial control and availability of data for analysis 11. Administers endowment funds and investment portfolio 12. Assists, as assigned by management, with the organization's disaster response efforts 13. Performs other duties as assigned by the CEO <p>Desired Outcomes:</p> <ol style="list-style-type: none"> 1. Vendors and customers will receive timely, accurate payments. 2. Factual timely financial reports will be produced for management decision making. 3. Financial audits will reveal quality fiscal record keeping and sound decision making. 4. Fiscal growth for the Agency through sound fiscal processes, use of resources and investment strategies. 5. Internal controls are effective, leading to sound accounting tracking systems. 	<p>Qualifications and Education:</p> <ol style="list-style-type: none"> 1. Minimum of a BA, ideally with an MBA/CPA or related degree 2. At least seven to 10 years of overall professional experience; ideally six-plus years of broad financial and operations management experience 3. The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously 4. Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds 5. A track record in grants management 6. Knowledge of accounting and reporting software 7. Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities 8. A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making 9. Excellent communication and relationship building skills with an ability to
---	--	--

<p>East Central Illinois Community Action Agency</p> <p>Director of Finance</p> <p>Page 3</p>	<p>Mission Statement: <i>The general mission of East Central Illinois Community Action Agency is to eradicate poverty, engage and empower and enrich families and communities to become self-sufficient by providing information, training, education and partnership services.</i></p>	<p>prioritize, negotiate, and work with a variety of internal and external stakeholders</p> <p>10. A multi-tasker with the ability to wear many hats in a fast-paced environment</p> <p>11. Personal qualities of integrity, credibility, and dedication to the mission of the organization</p> <p>Physical Requirements:</p> <ol style="list-style-type: none"> 1. Prolonged periods sitting at a desk and working on a computer 2. Must be able to lift a minimum of 15 pounds at times
---	--	--

East Central Illinois Community Action Agency is an EEO/AA employer.

To apply, submit a resume and cover letter to jobs@comaction.org, or via fax to 217.431.0725.