**Job Title:** Director of Finance **Status:** Full-Time/Exempt

**Department:** Finance Department **Schedule**: 35 hours/Week

**Reports to**: President & CEO Monday- Friday, 9:00 am – 5:00 pm

Last Updated: 2/20/2025

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**Summary:**

The Director of Finance provides both operational and programmatic support to the organization. The Director of Finance manages the organization’s finances, including but not limited to, accounting, budgeting, banking, and regulatory compliance. The Director also oversees expenditure, cost and general accounting, and accounts receivable/collection. He/she will also prepare budgets and staff grant allocations. The Director will prepare and provide the organization’s financials to the President & CEO and report the financials to the Board of Directors.

**Duties and Responsibilities:**

* Be a subject-matter expert regarding all finance and accounting matters
* Develop and maintain systems of internal controls to safeguard financial assets of the organization
* Oversee the coordination and activities of independent auditors ensuring all audit issues are resolved
* Provide direction and leadership for the agency’s financial functions reporting directly to the President & CEO
* Plan, direct, and control the organization’s annual budgeting process
* Work with the President & CEO to ensure that the Board executes its fiduciary role effectively
* Develop and recommend investment strategies and policies to the President & CEO
* Establish and maintain sound relationships with financial institutions and auditing firms
* Work with auditors to ensure the accuracy of annual audit and tax reports. Coordinate filings with IRS and State agencies’ tax returns
* Monitor and manage cash flow and short-term reserves. Consult with President & CEO on cash flow situations
* Supervise, develop, and train all staff performing accounting functions, such as accountant and bookkeeper.
* Collaborate with the other department directors to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local, and contractual guidelines, 2) ensuring that all government regulations and requirements are in place and 3) monitoring compliance
* Update financial metrics for each department and compare quarterly forecasts with actuals to identify significant variances
* Monitor banking activities of the organization
* Review bi-weekly and quarterly payroll allocations for accuracy
* Work Independently
* Monitor key financial metrics and KPIs to ensure the company meets its financial goals
* Stay abreast of industry trends and innovations in financial management
* Performs other related duties as assigned to ensure the efficient and effective functioning of the department and organization

**Qualifications and Skills**

* BSc/BA in accounting, finance, or relevant field; MSc/MA is a plus.
* CPA or other relevant qualification is a plus. Bachelor’s degree in a business, finance, or related field or equivalent work experience. Master’s degree preferred.
* Proven experience as Director of Finance or similar role
* 5 or more years of experience in managing an accounting function in a non-for-profit organization
* Leadership role in a Not-for-Profit organization
* In-depth knowledge of corporate finance and accounting principles, laws, and best practices
* Solid knowledge of financial analysis and forecasting
* Proficient in the use of MS Office and financial management software (e.g. SAP, Intact)
* An analytical mind with a strategic ability
* Excellent organizational and leadership skills
* Outstanding communication and interpersonal abilities

**Salary:** $200,000

*CHCF offers a comprehensive employee benefits package.*

*CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.*