



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Director of Finance
Leadership Level:
Status: F/T
Reports to: COO/CFO

Pay Range: \$60,000 - \$70,000
FLSA Status: Exempt
Department: Admin
Revision Date: 11/16/22

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Responsible for all accounts payable, payroll, financial statements, budget, cash forecasting, corporate insurance, and benefits administration. Administers approved accounting policies and procedures throughout the YMCA. Results oriented, hands-on professional with the ability to deal effectively and interact well both internally and externally. Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner.

ESSENTIAL FUNCTIONS:

- Maintains an accounting system to accomplish the proper recording and reporting of all operations, transactions, assets and liabilities of the YMCA for all funds.
- Serves as resource person to management and program personnel in all matters relating to accounting.
- Prepares reconciliations of all YMCA bank accounts and balance sheet accounts on a monthly basis.
- Prepares financial statements required by management, the Board, and outside agencies.
- Maintains records and prepares various internal and external reports, including reports for various federal and state agencies.
- Works in conjunction with COO/CFO to prepare for annual audit and preparation of functional expenses for IRS Form 990 tax return.
- Maintains records and supervises the preparation of various Finance/HR reports related to benefits.
- Facilitates key functions such as annual independent audit. Develops and maintains key relationships, including with banks, insurers, insurance brokers, etc.
- Processes accounts payable to include expense reports and business credit card reconciliation.
- Coordinates and supervises operating cash flow management.
- Conducts special internal audits, accounting studies, analyses and cost studies as required. Provides recommendations
- Maintains and tracks contracts, invoices, payments, and insurance policy information.
- Ensures proper revenue recognition and accounting in accordance with GAAP.
- Reviews financial aspects of proposals and contracts.
- Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Bachelor’s degree in accounting or equivalent.
- Understanding of and experience in GAAP are required.
- Five years of experience or more in a supervisory accounting role.
- Experience in a nonprofit environment is preferred.
- Knowledge of banks, banking systems and cash management.
- Knowledge of and expertise with computerized accounting systems.
- Ability to develop and use spreadsheets and standard business software systems.
- Detail oriented, highly organized with strong emphasis on self-motivation and analytical skills.
- Excellent written and verbal communication skills.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____