

SUBJECT: **JOB/POSITION IDENTIFICATION**

JOB/POSITION TITLE: **Finance Director**
Exempt / Full-time

SUPERVISOR'S TITLE: **Buffalo County Community Partner Executive Director**

POSITIONS SUPERVISED: None

Summary

The Finance Director, oversees organization's financial activities to ensure it stays in strong financial standing and accountable to donors and grantors. Their main duties include daily bookkeeping duties, building grant budgets, and implementing company financial policies; with additional responsibilities providing details for community programming, volunteer management and technology investments.

Major Accountabilities

1. Performs work with a positive attitude that reflects sensitivity and commitment to serving the needs of a diverse organization. Performs all other duties as assigned.
2. Supports the work of Buffalo County Community Partners by modeling collective impact practices and partnership building as a customer centered team member engaging volunteers in building a healthier Buffalo County.
3. Hours of work include 8:00 a.m. to 5:00 p.m.
4. Process day to day financial transactions, including accounts payable and receivables. Finalize the close of books on a monthly basis including the preparation of journal entries. Prepare monthly, quarterly and annual reports to various funding sources. Support annual audit process by preparing schedules and reviewing accounts for accuracy
5. Support financial transparency of the organization assisting the director and third-party payroll clerk who oversee accounting functions. Keep and maintain financial records financial policies and procedures.
6. Assist the director in donor and volunteer engagement by managing donations, fundraising, communication using donor tracking software management and virtual fundraising tools.
7. Maintain technology management plan to reuse, renew and account for technology and lead innovative ideas to support use of advance technology to increase office efficiencies.
8. Support the work of coalitions/collaboratives by attending meetings as needed to provide technical assistance, financial oversight, policy and procedures.
9. Work to relate, educate and integrate community efforts to meet the goals of the organization.
10. Serve as a part of a customer service team to the volunteers and donors by answering phones/emails, responding in a timely manner, engaging volunteers and organizations, seeking and naming connections or relationships to community efforts and making referrals.

Qualifications

1. Willingness to maintain the standards, carry out the purpose, and adhere to the policies of Buffalo County Community Partners, including federal, state and local grant policies and HIPPA requirements.
2. Some college required, with 2-3 years of experience in bookkeeping, fiscal management and audit standards. Preferred college degree work includes business, accounting, finance or related degree. Proficiency with Quick Books, Excel, budgeting and General Ledger. Non profit experience a plus.
3. Ability to prioritize work, and meet deadlines as required. Excellent mathematical and analysis skills.
4. Verbal and written communication skills to create reports and present them to others
5. Strong creative skills to develop new and innovative solutions. Ability to lead departments and individuals
6. Ability to travel locally, in-state and out-of-state. Vehicle and valid driver's license for work related travel.

This work necessarily involves sitting for extended periods of time, looking at computer monitor and typing on keyboard. This work may also involve lifting and carrying boxes and other loads of up to approximately 25 pounds.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.