



Byrd Barr Place Job Description Director of Finance

Department: Accounting

Reports To: Chief Executive Officer

Staff Supervision: Senior Accountant, AP and Payroll Administrator

Salary: Exempt

Benefits: Byrd Barr Place provides a comprehensive benefits package including, Medical, dental and vision coverage; employer contributed FSA, employer-matched 401(k) plan, short and long-term disability, group life and accident insurance. One floating holiday per year, annual leave accrual, annual sick leave accrual and paid holidays.

General Description: The Director of Finance will lead all day-to-day finance operations of a budget of \$10MM+ ensuring financial soundness through planning and management, and multiple contracts' compliance with state and federal regulations. This includes monitoring cash flow and assuring the management of the agency's fiscal affairs is in accordance with generally accepted accounting principles (GAAP). The Director of Finance supervises the accounting team with functional responsibility over budgeting, financial forecasting, cash flow and coordination of audit activities as well as accounts payable and receivable. Contacts are with internal and external sources including board of directors, vendors, grantors, governmental officials, and the general public. The Director of Finance will work closely with program leads, not only to educate them regarding finance and accounting procedures, but also to explore how the finance function can support program operations. In addition, the Director of Finance will partner with senior leadership and the board of directors to develop and implement strategies across the organization.

Responsibilities:

Financial Management

- Work closely with and advise the Chief Executive Officer on all aspects of Byrd Barr's financial functions, including meeting compliance and accountability standards.
- Develop and implement accounting systems to assure the integrity of agency funds.
- Develop the annual budget and conduct financial forecasting, oversee cash, cash flow, investment, and asset management and ensure availability of funds.
- Oversee the work of subordinate staff and provide leadership and direction as needed.
- Guarantees compliance with agency invoices: all necessary signatures and approvals.
- Perform day-to-day reconciliations in concert with Accountant.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses and reports to provide insight into the organization's operations and strategic plans. Distribute reports to affected and interested parties.
- Prepare and monitor agency cash flow, develop monthly income and expenditure projections for discussion with the senior leadership team and Board of Directors.
- Develop quarterly and annual financial reporting materials and metrics for the CEO and board of directors. Communicate key data, including presentations to the Board and other outside partners and influencers.
- Prepare and review monthly grant billing, track/reconcile billing to granted amounts.



- Coordinate audit activities and annual tax filing.
- Acts as trustee on agency 401(k) retirement plan. Ensure all legally required reporting and communications for retirement plan.
- Create financial reports to assist in grant applications.
- Reviews the agency's insurance policies to assure agency assets have adequate coverage. Make recommendations for changes as the need arises.
- Represent the organization to stakeholders, including financial institutions, donors, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Participate in meetings of agency staff and leadership, as well as Board Finance and Board of Directors meetings.
- Participate in training as required.

Minimum Requirements:

- Bachelor's degree required, advanced degree and/or CPA preferred.
- At least five years' experience as Director of Finance or equivalent, preferably in a nonprofit organization with a budget of at least \$5MM and three years of supervisory experience.
- Extensive knowledge of finance and GAAP accounting principles and procedures.
- Knowledge of contract/grant program management, including federal and state contract regulations.
- Proven ability to prepare financial reports and trend data for a variety of audience types.
- Experience in accounting computer software applications, accounting systems, word processing and spreadsheets.
- Working knowledge of all aspects of payroll including payroll taxes and benefits.
- Deep knowledge and understanding of fund (nonprofit) accounting and federal contracts.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills showing resourcefulness in setting priorities, proposing new ways of creating efficiencies while working within the organization's culture.
- Excellent analytical and abstract reasoning skills, plus excellent presentation skills.
- Must pass a background and credit check.

Preferences:

- Ability to see beyond the numbers and able to identify the big picture and trends in data.