



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

TRI-CITIES FAMILY YMCA JOB DESCRIPTION

Job Title: **Finance Director**

FLSA Status: Full Time

Reports to: CEO

Revision Date: 02/2020

Leadership Level: Team Leader

Primary Function/Department: Finance

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Finance Director provides direction and leadership for YMCA finance and business operations and is responsible for the day to day operations in regards to money handling, controls, accounting, banking, payables/receivables, reporting, investments, audit, financial records, and all legal documents for the organization.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Direct and manage financial programs and supporting information systems to include receipt of revenue and expenditure of funds.
2. Oversee the approval and processing of revenues and expenditures.
3. Manage and process accounts payable, accounts receivable, and bank deposits.
4. Reconcile all bank statements.
5. Upon approval of the annual budget, set up and maintain the general ledger, and all supporting documentation.
6. Develop, manage, and teach budgeting process for all departments.
7. Prepare monthly financial statements for review by Executive Director, Finance Committee, and Board of Directors.
8. Recommend and implement financial policies, systems and operating plan to accomplish agency goals.
9. Manage electronic fund transfer systems.
10. Manage and review payroll, benefits, and insurance.
11. Serve as liaison to any committee or project of the Agency that needs information of a financial nature.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others

QUALIFICATIONS:

1. Bachelor's degree in accounting, finance or related field.
2. Three or more years of related experience in accounting.
3. Accounting experience in a nonprofit organization preferred.
4. Previous supervisory experience preferred.
5. Knowledge of, and expertise with, computerized accounting systems and standard business software including Microsoft Suite.



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WORK ENVIRONMENT & PHYSICAL DEMANDS:

1. 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.
2. 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.
3. Sufficient strength, agility and mobility to perform essential functions of position.
4. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
5. The noise level in the work environment is usually moderate.
6. Remain alert with no lapses of consciousness.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.