



DIRECTOR OF FINANCE JOB DESCRIPTION

General Responsibilities:

Responsible for accurately and efficiently preparing, recording and maintaining all financial accounting information as it pertains to the Child Development Center (CDC) and the CDC Foundation's day to day, quarterly, and annual operating budget.

Immediate Supervisor:

Executive Director

Minimum Educational/Certification Qualifications:

B.S. degree in accounting and/or significant professional work experience as a bookkeeper or accountant may be substituted for formal degree. 3-5 years of experience in accounting and/or finance, and payroll processing required.

Essential Duties:

- Responsible for all finance and accounting matters for CDC Foundation.
- Responsible for accurate and timely entry for all accounts receivables, accounts payable, and payroll functions, including but not limited to: journal entry, general ledger entry, balancing, invoicing, collections, coding, payments, reconciling, check writing, and semi-monthly payroll processing.
- Coordinate with the Board, Finance Committee, and Executive Director regarding all monthly, quarterly, and annual forecasting, budgeting, and balance reporting.
- Review and timely submit data required for all monthly, quarterly, and annual state and federal tax reports, including, but not limited to: workers compensation, state unemployment, W2s, 1099s, 1095s, and 941s.
- Responsible for day to day accounting activity utilizing Quickbooks software.
- Coordinate with the Director of Human Resources regarding benefits and compensation administration, including but not limited to: eligibility, rate changes, enrollment changes, COBRA, Cafeteria plans, HSA plans, and payroll deductions.
- Initiate transfers between banks, as needed per the Executive Director.
- Secure appropriate insurances for the Board, program and personnel, as needed or required.
- Coordinate annually with an external CPA firm for an audit of CDC accounting records, and implement their recommended changes as needed.
- Coordinate and oversee the annual filing of Form 990 for CDC and the Foundation.
- Work closely with the Director of Development regarding grants, grant reporting, and annual fundraising costs, compliance, and revenue.
- Stay informed and in compliance with current laws and accounting practices, which may include attending trainings, online trainings, or seminars, contingent on budgetary allowance.
- Must attend: staff meetings, team meetings, trainings, and other required meetings on time and as scheduled.
- Respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Must follow all policies and procedures of the Child Development Center.

- Must be willing to perform other duties as assigned.

Skills Required:

- Strong knowledge and extensive experience utilizing Quickbooks.
- Strong knowledge and experience processing payroll.
- General computer and calculator skills, including in depth knowledge of MS Excel, MS Word, and MS PowerPoint.
- Ability to learn new procedures, laws, and software, as needed.
- Ability to work in a collaborative work environment.
- Must maintain a high level of confidentiality relative to all matters at CDC.
- Must be reliable, organized and detail oriented.
- Ability to interact in a positive and effective manner with a wide variety of people including children, parents, families, staff members, and community members in order to promote positive relationships within the work setting and community.
- Ability to multi-task and manage large and small projects without supervision.
- Must respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Must be willing to serve on CDC sponsored committees.
- Represent CDC in a professional manner.

Physical/Environmental Requirements:

- Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting, etc.
- Must be able to lift 35 lbs. unassisted.
- Must be able to tolerate air conditioned buildings and fluorescent lights.
- Must be able to work effectively in a stressful environment.
- Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid.
- Must be able and willing to drive to meet job requirements.
- Must be able to operate and use equipment necessary to perform essential functions of the job.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE POSITION. IN OTHER WORDS, YOU MUST BE ABLE TO MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE POSITION.

Acknowledgement of job requirements:

I have read and understand the requirements and essential job duties of the Director of Finance. I am able to perform the essential duties of the position, as defined above, without presenting a danger to either myself or others with or without reasonable accommodations. I understand that this document does not change the at-will nature of my employment. I may terminate my employment for any reason, at any time, and CDC may do the same. CDC is an equal employment opportunity employer.

Signature: _____ Date: _____

Printed name: _____



1. Live Each Day with Courage
2. Take Pride in Your Work
3. Always Finish What You Start
4. Do What Has to Be Done
5. Be Tough, But Fair
6. When You Make a Promise, Keep It
7. Ride for the Brand
8. Talk Less and Say More
9. Remember That Some Things Aren't For Sale
10. Know Where to Draw the Line