



BOYS & GIRLS CLUBS
Of Gloucester County, Inc.

Position Description

TITLE: Director of Finance

DEPARTMENT: Finance

REPORTS TO: CEO

WORK HOURS: Fulltime

FLSA STATUS: Exempt

PRIMARY FUNCTION

Responsible for the oversight of all finance, accounting, operations and IT activities in the organization. Reporting directly to the CEO and will be a critical part of the leadership team and will work closely with senior leadership to ensure financial sustainability.

KEY ROLES (Essential Job Responsibilities)

Leadership

- Ensure compliance with federal, state and local financial regulations
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Present financial information to the Board Treasurer and/or Board of Directors
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors, assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO, Resource Development Department and Center Directors; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust grant management and financial management reporting system; ensure that the grant billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedures manual.
- Effectively communicate and present the critical financial matters to the CEO, and Finance Committee.

Human Resources, Technology and Administration

- Further develop Boys & Girls Clubs of Gloucester County's human resources and administration, enhancing professional development, compensation and benefits, performance evaluations, training and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as Centers to ensure efficient and consistent operations as the organization scales.
- Oversee IT support

ADDITIONAL RESPONSIBILITIES

- Identify and execute ways to improve processes and internal controls.
- Analyze current operational systems and identify cost efficiencies.
- Demonstrate critical thinking and problem-solving abilities.
- Multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Boys & Girls Clubs of Gloucester County.
- Assume other duties as assigned.

Qualifications

- BA degree from an accredited college or university in finance
- 7+ years of progressive financial management experience, with at least 3 years in a senior leadership role
- Experience with grant financial management and reporting
- Comfortable working independently without frequent direction while also being a team player
- Excellent computer skills including database management, Quickbooks and spreadsheet skills
- Strong communication skills-written and verbal
- Detail-oriented and deadline-driven
- Ability to thrive in a fast-paced, mission-driven organization
- Enthusiastic, optimistic, professional, flexible and exuding positive energy!

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to type or write; reach with hands and arms; talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally required to lift, transport items that may weigh 25 lbs. or less. Requires driving a motor vehicle.

WORK ENVIRONMENT

This position is performed at our Administration office and may require attendance at evening and weekend events. Occasional domestic overnight trips to attend conferences and/or related professional events may be required.