



Position Description

TITLE: Finance & Human Resource Specialist

DEPARTMENT: Finance/HR

REPORTS TO: CEO

WORK HOURS: Full Time (40hrs/wk)

STARTING SALARY: \$45,000/yr

FLSA STATUS: Exempt

PRIMARY FUNCTION

Responsible for financial and human resource duties that support our mission to enable all young people, especially those that need us most, to reach their full potential as responsible, caring and productive citizens. This position will report directly to the CEO and will be a critical part of the systems, membership and licensing requirements of the organization. This position will work closely with senior leadership to ensure financial sustainability.

KEY ROLES (Essential Job Responsibilities)

Finance

- 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 Chief Executive Officer monthly
- Coordinate and assist the annual audit process, liaise with external auditors.
- Assist 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.
- Prepare and develop organizational cash flow and forecasting.
- Ensure that the grant billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Process payroll bi-weekly
- Effectively communicate and present any critical financial matters to the CEO

Human Resources

- Handle the onboarding process for new hires meeting the NJ Department of Licensing and BGCA Membership requirement standard including background checks, CHRI Fingerprinting, trainings and Quickbooks personnel entry.
- Keep personnel files and records up-to-date following state, federal, childcare licensing, and BGCA national requirement standards.
- Ensure that recruiting processes are consistent and streamlined.
- Work closely and transparently with all internal staff and external partners including third-party vendors and consultants.

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 and/or related field
- 3+ years of progressive financial experience,
- 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, Microsoft Office 365 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.

The Boys & Girls Clubs of Gloucester County is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, orientation, national origin, disability, protected veteran status, or other characteristic protected by law.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by:

Incumbent

Date

Approved by:

Supervisor

Date

Reviewed by:

President/CEO

Date