

Position: Senior Director of Finance and Administration

Reports to: Chief Financial Officer (CFO)

FLSA Status: Exempt

Full or Part-time: Full - time

### **Descriptive Summary**

Reporting to the CFO, develop and lead annual budgeting, planning and period forecasting processes; administer and review all financial plans, budgets and grants and ensure grants are appropriately leveraged; monitor progress and changes and report changes/status to leadership; lead the grant billing process

### **Key Performance Indicators**

List two to five measurable tasks that are key to indicating the performance level in this role:

1. Execute timely grant billing
2. Deliver budget and forecast planning cycles
3. Publish transparent and timely reporting to business partners and leadership
4. Staff coaching and development
5. Co-develop and maintain critical KPIs

### **Core Functions**

List the core functions of the position:

- Oversee all grant budgets and billing process
- Partner with external governmental entities and internal grant business partners to ensure proper grant execution and financial management
- Lead period forecast cycles for all revenue and grant programs and track and monitor fluctuations in funding sources
- Supervise finance and billing staff
- Co-lead financial system implementation and maintenance of budget/forecast and reporting module
- Provide augmented IT support to organization by liaising with outsourced IT firm
- Utilize trended financial analysis to inform recommendations and decisions
- Partner with CFO, CEO and other business leaders to develop appropriate KPIs
- Provide audit support for grants and general financial reporting
- Define, document and develop processes and procedures



- Support the CFO and Board Finance Committee and provide insight and answers to financial matters and concerns
- Actively participate in team meetings and provide solution-based ideas.
- Interact professionally and transparently with internal and external stakeholders.

## **Winning Behaviors, Competencies, and Skills**

The Senior Director of Finance and Administration is a trusted business partner within the organization and collaborates with varying staff levels to gain insight into business drivers. The SDFA is someone who informs leadership of potential obstacles, material budget variances and makes recommendations for solutions.

Personality and communication (soft skills):

The SDFA delivers superior customer service to the business; knows how to channel interpersonal skills to be seen as a go-to leader.

Hard skills:

The SDFA should possess above-average financial acumen, GL navigation, understand GAAP accounting as it relates to nonprofits, and understand budget drivers and theory. Exemplary understanding of grant structure and billing processes.

## **Experience**

Education:

Bachelor's degree in finance or accounting, MBA preferred

Work Experience:

Minimum of 5-7 years' experience in finance with at least two years in a leadership capacity.

Industry Knowledge:

Experience in property management structure preferred and requires nonprofit experience working with government grants and funding.

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