

Position Title : Finance Director
Organization : Homespace Corporation
Salary: \$70,000 to \$76,440 annually
AFP-WNY Post Date: 3/11/24

DEADLINE TO APPLY: 3/22/24

Basic Function: The Financial Director (FD) works in conjunction with the Executive Director (ED) to meet the agency's financial goals and objectives while striving to achieve the mission and values as it relates to the residents and staff. The FD is responsible for oversight, guidance, and progression of agency wide financial duties and associated tasks. The FD is responsible for the oversight of the Financial Department which includes the supervision of two Financial Assistants. The Financial Director works closely with the Board of Directors and is responsible for building systems and procedures to accomplish the mission and reach the strategic and annual goals set forth by the Board.

Essential Position Responsibilities

- Effectively develop business systems and strategies and ensure appropriate implementation.
- Maintain ethical standards and accountability, manage risk, perform due diligence, and implement operational best practices.
- Ensure that the organization is in compliance with all local and state expectations, regulations, laws and guidelines, governing nonprofit organizations.
- Participate in the strategic planning process with the board to ensure that the organization has a long-range strategy which achieves its mission and makes consistent and timely progress.
- Monitor and adapt to changes in the business/not for profit/child welfare environment.
- Oversee recruiting, training, development, and evaluation of employees and volunteers.
- Highlight the Agencies mission and values to strengthen all aspects of the agency both internally and within the community.
- All required/requested documentation must be on-time, clear and accurate.

Finance

- Ensure optimal financial performance of the Agency.
- Maintain proper record keeping and ensure internal financial controls.
- Assist with development and management of annual budget and enter into QuickBooks.
- With the Treasurer, review, and report all financial activities to the board on a regular basis.
- Review analysis of financial activities (income and expense) to discern trends, identify areas for improvement and address problems. Retaining constant awareness of the company's financial position and acting to prevent problems.
- Oversee the administration and maintenance of the company's ADP system.
- Oversee all financial record keeping and accounting duties, including inputting A/R and A/P, payroll, bill pays, BICS, deposits, month end duties, etc.
- Work with the financial administrator to run timely payroll, work through timecard issues, and review any status changes.
- Month end Journal Entries (Payroll accrual, allocating payroll to correct class, doubtful allowances, etc.)
- Reconcile month end bank statements. Financial Administrator to do this on the majority of bank recs.
- Review all bank reconciliations and foot to Trial Balance.
- Review all outstanding items in QuickBooks bank accounts and remove as needed.
- Run monthly A/P report. Clean up as needed.
- Check bill pay screen in QB. Remove any payers as needed.
- Pull financials-
 - Review each account and General Ledger in detail to assure correct allocation.
 - Review month over month income and expenses.
 - Put together census data.
 - Complete financial summary
 - Month end reports to pull- Balance Sheet (all accounts and condensed), Profit & Loss (all accounts and condensed), Income Statement.
- Pull Aging A/R Summary. Work with Financial Administrator on re-billing old A/Rs.
- Complete SSPOs report annually.

- Run and distribute employee W-2s.
- Review IRS, health insurance, third party payments and DBL.
- Report all DBL payments HSA contributions to ADP.
- Match all IRA contributions to actual contributions.
- Ensure 5304 form is sent to all eligible employees for Open Enrollment. Determine eligibility by running a report in ADP.
- Prepare the 990 and CHAR500 filing.
- Review and maintain M&T and QuickBooks vendors and update as needed.
- Compile 1099 information from all vendors and ensure accuracy prior to sending it to Auditors.
- Maintain the Grant spreadsheet and record all in-kind donations.
- Provide quarterly reports to the Quality Assurance & Compliance Officer.
- Work closely with the Executive Director to confirm the integrity of the Agency's funds.
- Oversee all financial record keeping and accounting duties, including inputting A/R and A/P, payroll, bill pays, BICS, deposits, month end duties, etc.
- Lead the annual audit, with help from others as delegated.
- Participate in DISCO and Management meetings.
- Participate in and facilitate Financial Committee meeting quarterly.
 - Record meeting minutes.
 - Report financials to the committee.
 - Review investment portfolio and initiate changes to investments as suggested by the committee.

Minimum Qualifications:

- Associate degree in business, Finance, accounting or related field. Bachelor's Degree is preferred. Must have 5 years supervisory experience.
- Must have excellent verbal and written communication skills with strong analytical abilities.
- Strong proficiency with Excel, Word, PowerPoint and Outlook.
- Valid New York State driver's license and ability to transport. Personal Transportation Necessary.

To Apply: Please send Cover Letter and Resume to Homespacejobs@hotmail.com