

SUMMARY

This is an administrative position under the immediate supervision of the Executive Director. This position will have primary responsibility for agency financials, accounting, facility, building maintenance and information systems to ensure effective operations, budgeting, control, reporting, and accounting. This position will work closely with the Executive Director to create and update both the overall agency budget and all individual program budgets. The Director of Finance and Administration will be a strategic thought partner to the Executive Director and other members of the leadership team.

RESPONSIBILITIES

The Director of Finance and Administration will:

1. Manage an effective fiscal structure, including the recording, reporting, and analysis of agency financial data. Develop and supervise accounting systems and procedures, monitor all expenditures, and review accounts to be charged, ensuring that expenses and revenue are properly allocated.
2. Maintain all daily bookkeeping efforts, which include all books of original entry, general ledger, and all special accounts established for NCADA programs.
3. Lead the effort to develop, with input from the Executive Director, an overall annual budget as well as the development of all individual program budgets.
4. Prepare and deliver monthly financial statements to the Executive Director, Finance Committee, and Board of Directors.
5. Assist with budget preparation, reporting requirements, and fiscal reviews of all funding sources.
6. Serve as the agency liaison to the Finance Committee.
7. Monitor cash flow, borrow on line of credit as needed, and work with third-party investment advisors to maximize return on investment income.
8. Coordinate with the independent auditors to facilitate the annual audit including preparation of schedules in advance of the audit engagement for the financial statement audit and the 990.
9. Manage physical facilities, buildings, agency properties, and equipment.
10. Oversee Information Systems.
11. Perform other administrative duties as assigned.

PERSONAL ATTRIBUTES

1. High degree of maturity and emotional stability.
2. Strong financial acumen.

PERSONAL ATTRIBUTES (continued)

3. Ability to communicate effectively and form cooperative relationships with all staff and outside vendors.
4. High degree of personal integrity and judgment.
5. Proven ability to work with details.
6. Visionary and strategic thinking.

SPECIALIZED KNOWLEDGE, EXPERIENCE AND TRAINING

1. Minimum of a Bachelor's degree in accounting.
2. Minimum of ten years accounting experience, with at least five of those years at a non-profit.
3. Prior management/supervisory experience.
4. Knowledge of non-profit accounting software and Microsoft Office.