

Position Description- Finance Director

Job Location: 700 N. 3rd Street

Leavenworth, KS 66048

Work Hours: 40 Hours per Week Position

8:00 a.m. to 4:30 p.m. – Monday thru Friday (Hours may be flexible based on needs of Organization)

May be required to be on-call in emergent situations

Serves as a member of the Safety Committee

Hours may change as tasks require

JOB DUTIES AND EVALUATION WEIGHTS OF POSITION

- **[.40] *Oversee financial operations of the corporation which may include, but not limited to:**
 - *Responsible for development and implementation of annual income and expense budgets for the corporation. Complete Leavenworth County annual budget forms. Manage annual budgetary control.
 - *Make recommendations to the Executive Director regarding budgetary concerns as appropriate.
 - *Assure monthly financial reports and records are prepared and maintained in accordance with the Uniform Chart of Accounts, KDADS., and other funding and licensing guidelines in a timely and accurate manner.
 - *Assure these reports are available for Board of Director meetings.
 - *Responsible for the preparation of cash flows at the end of each month. Assist with the processing of financial reports and spreadsheet as required. Creates and maintains filing systems for all appropriate job functions.
 - *Oversee staff and consumer payroll functions. Assure all state and federal guidelines are met.
 - *Act as risk manager for receipt, control, custody, and disbursement of funds and securities. Direct the corporation's banking procedures.
 - *Oversee corporate grants and/or contracts. Assure compliance with all state and federal grant guidelines.
 - *Participate in Strategic Planning.

- **[.20] *Complete Community Developmental Disability Organization (CDDO) duties to include:**
 - *Oversight of funds, accounting, budget, payroll taxes and audit activities of the CDDO.
 - *Process state financial reports as required by SRS and/or the CDDO contract.
 - *Assure compliance with all state and federal funding sources and/or grant guidelines as required by the KDADS/CDDO contract.
 - *Examines and verifies affiliate reporting on HCBS and TCM, ensuring accuracy of cost distribution from appropriate designated fund. Investigate and corrects accounting entries as needed to cost centers. Manages the preparation, distribution, and reporting processes for payroll. Computes and disburses wages and salaries, deductions, taxes and other withholdings. Provides assistance to corporate auditor.

- **[.10] *Responsible for the management of the corporation's Insurance Plans to include:**
 - *Vehicle Insurance
 - *Corporate Property and Liability Insurances

- **[.15] *Oversee all activities of the Business Office to include oversight of the Accounting Coordinator and Bookkeeper. Assure accountability for all bookkeeping, financial procedures, data processing, organization of financial records, and other tasks delegated to staff.**

- **[.10] *Coordinate billing of benefits. Keep abreast of the computer/software needs of the financial department and assure needs are communicated to the Executive Director. Perform computer and benefit management duties.**

- **[.05] *Assure that an annual inventory is conducted of all locations and that the Executive Director is assigned a new listing of inventoried items annually.**

- **Other duties may be assigned by the Executive Director or the Assistant Executive Director in the absence of the Executive Director.**

SUPERVISION RECEIVED

- Executive Director
 - Assistant Executive Director during any absence of the Executive Director

SUPERVISION GIVEN

- Accounting Coordinator and indirect supervision to the Bookkeeper.

RESULTS OF AN ERROR IN ACTION OR DECISION

- Errors could result in inaccurate financial information which could affect the stability of the corporation, non-compliance with various state and federal regulations.
- Loss of grant dollars and funding
- Increased liability for the organization

POSSIBLE CONTACTS FOR THE CORPORATION

- Employee will assist with public relations; interact with all funding and regulatory agencies.

HAZARDS AND RISKS OF POSITION

- Due to the nature of the position, complete confidentiality is required. Breach of confidentiality may lead to immediate dismissal.
- Ability to perform under pressure and meet deadlines.
- Employee may perform tasks that put themselves at risk of exposure to blood-borne pathogens and infectious materials.
- Depending on the demands of the corporation, work hours can be in excess of 40 hours per week.

EQUIPMENT USED

- Calculator, computer (to include MS Office Suite), telephone, copy machine, postage meter, and fax

MINIMUM EDUCATION PREFERRED; EXPERIENCE MAY BE SUBSTITUTED FOR EDUCATION

- Certified Public Accountant AND/OR
- Ten years experience in managerial accounting, preferably with a non-profit business.
- Experience with grant management, government accounting requirements and at least 5 years of staff supervision experience

CERTIFICATES, LICENSES OR TRAINING REQUIRED

- Valid Driver’s License with zero capital and less than 3 moving violations (prior to employment)
- Insurability through the Corporation’s auto insurance. Personal auto insurance with minimum coverage of 100/300 liability.
- Pre-Employment post-accident drug testing required.
- K.B.I., Child Abuse and Neglect Central Registry, Adult Abuse and Neglect Central Registry and Health Occupations Credentialing.
- In-services as required by supervisor.

THESE QUALIFICATIONS AND RESPONSIBILITIES MAY BE CHANGED AT ANY TIME TO SUPPORT AND ENHANCE THE CORPORATIONS SUCCESSFUL ACHIEVEMENT OF ITS MISSION.

COMPETENCIES

- Detail oriented;
- Working knowledge of accounting and payroll software
- Professionalism;
- Team player attitude;
- Flexibility;
- Good organizational and writing skills;
- Ability to provide leadership to staff;
- Decision making skills;
- Initiative

I have read the position description and understand the duties contained herein.

Signature of Employee

Date

Signature of Supervisor

Date