

JOB DESCRIPTION

Title:

Director, Finance & Administration

Reports to:

CEO

Department:

Finance & Administration

I. Primary Purpose

We are seeking a skilled and experienced Director who will provide leadership to Finance and Administration. The successful candidate will be a self-starter with multi-facility executive leadership experience. The qualified candidate will possess excellent analytical and communication skills, experience at a senior, and decision level role. Non-profit experience is preferred but not mandatory.

II. Key Performance Indicators

1. Accounting & Finance Functions

- a. Oversee all accounting and finance functions for an adoption and counselling services organization. Oversight of operational accounting and interface with all departments.
- b. Supervise and direct the timely completion of monthly closing process, the preparation of related financial statements, and the subsequent reconciliation of accounts.
- c. Provide accounting and financial related assistance to other departments as required.
- d. Maintain accurate cash flow projections as required.
- e. Maintain and, where required, implement Spence-Chapin established financial policies and procedures while maintaining an effective internal control environment with proper segregation of duties.
- f. Conduct annual audit preparation, liaison during all audit phases.
- g. Preparation of annual 990.

2. Budgeting & Strategic Planning

- a. Oversee implementation of financial plans and annual budgets for each department.
- b. Direct and assist in preparation of the annual budget. Analyze budget variances and work cross functionally to address any significant differences.
- c. Responsible for participating, providing budget guidance, and tracking, of ad-hoc related activities such as Humanitarian Aid project initiatives.

3. Reporting

- a. Prepare and analyze monthly financial statements.
- b. Analysis of company financial operations including multiple departments.
- c. Oversee and organize all financial and quasi-financial functions to promote efficiency and effectiveness.
- d. Source of information for Senior leadership to help them build forecasts, verifying inter-billable and time of staff costs.
- e. Resource for all financial templates/forms/reporting.
- f. Attend and contribute to Sr. Staff Group meetings.
- g. Provide regular updates on all finance functions as agreed upon with the Interim CEO/CEO.
- h. Ensure all issues are accurately tracked and resolved or escalate as needed.

4. Corporate Responsibility

- a. Maintain a level of strict confidentiality while conducting work.
- b. Sound judgment and passionate commitment to the welfare of children and the mission of Spence-Chapin.

- c. Represent Spence-Chapin in a professional manner at all times, both internally and externally. Follow the published processes and comply with all company policies and procedures. Be an ambassador for the organization.

III. Administration

- a. Provides leadership and supervision for Facilities & Operations Department
- b. Provides leadership and oversight for IT matters
- c. Procurement, building and operations related activities
- d. Act as liaison and resolve finance and operations problems
- e. Ensure best and consistent practices

IV. Education & Experience

- Bachelor's Degree in Business or Finance required
- Advanced Degree or Certification highly preferred
- 5+ years of financial leadership or relevant experience preferred; 3+ years managing a team
- Position requires ability to develop and execute strategy for existing and new businesses
- Previous experience with Budgeting/Forecasting required

V. Technical Skills

1. Excel – high proficiency
2. MS Office (Word, PowerPoint, Outlook, etc.)
3. Quickbooks
4. Contract reading and familiarity a plus
5. Basic knowledge of data systems

VI. Key Competencies

1. Excellent organizational skills, including the ability to prioritize office workload, administer, and resolve problems
2. Attention to detail
3. Strong analytical skills needed - advanced problem solving “think outside of the box”
4. Strong oral and written communication skills
5. Commitment to a team-oriented approach
6. Ability to multitask
7. Self-starter; works independently and proactively takes initiative to solve problems quickly