

JOB DESCRIPTION

Title:

Senior Director, Finance & Administration

Reports to:

CEO

Department:

Finance & Administration

I. Primary Purpose

We are seeking a skilled and experienced Senior 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, with experience at a senior, and decision level role. Non-profit and supervisory experience is required.

II. Key Responsibilities

1. Financial Planning: Strategy & Budget

- a. Develop, along with the CEO, financial strategy and plans to support growth.
- b. Set clear objectives and measures for financial performance of the organization
- c. Oversee, and, as necessary, direct the preparation of the annual budget.
- d. Oversee implementation of financial plans and annual budgets for each department.
- e. Develop cash strategy and support Investment Committee's efforts to set investment strategy (including real estate strategy)
- f. Develop multi-year budgets; forecast revenue, expense and cash flow; and conduct activity-based financial analyses to compliment Spence-Chapins' operations, programs and business plans.

2. Financial Operations: Accounting & Finance Functions

- a. Oversee all accounting and finance functions of the organization including timely completion of monthly closing process, preparation of related financial and cash flow statement, and reconciliation of accounts.
- b. Assess the timelines and accuracy of tasks performed. Monitor process, progress and results and designs feedback loops into work.
- c. Ensure all fiscal practices meet the highest standard of integrity and comply with generally accepted accounting principles and other industry standards.
- d. Implement financial policies and procedures that maintain an effective internal control environment with proper segregation of duties.
- e. Continually work toward promotion of efficiency and effectiveness of all finance functions, via process and workflow improvements; including investment in and implementation of technology to support automation.
- f. Negotiate and manage all banking and vendor relationships, and investment, asset, contract management; as needed work with the Finance & Investment Committee to update and maintain investment policy.
- g. Supervise annual audit preparation, liaison during all audit phases.
- h. Supervise and participate in the preparation of annual 990.
- i. Provide accounting and financial related assistance to other departments, including participation in training staff on fiscal procedures and budget management as needed.

3. Financial Monitoring, Analysis & Reporting

- a. Analyze monthly, quarterly, annual and multi-year financial statements and communicate trends and emerging issues as necessary.
- b. Analyze budget variances and work cross functionally to address any significant differences.
- c. Support Senior leadership to develop forecasts, verify billable and staff time costs.

- d. Develop sophisticated reporting (narratives, financials, dashboards, etc.) to communicate financial results and trends.
- e. Provide regular updates to various internal and external stakeholders on all finance functions and activities as agreed upon with the CEO. (Includes attendance and presentations at Sr. Staff Group meetings as well as Board and Board committee meetings).
- f. Conduct multi-year and project specific analyses to inform future planning and strategies.
- g. Ensure all financial issues are accurately tracked and resolved.

4. Administration (IT)

- a. Provide leadership and oversight for IT matters via supervision of outsourced vendors and in-house IT staff.
- b. Support development of annual technology plan and budget.
- c. Procure and manage all non-employee insurance policies for the organization.
- d. Ensure best and consistent practices and resolve issues as they arise.

5. Leadership / Management

- a. Exercise sound judgment and passionate commitment to the welfare of children and the mission of Spence-Chapin.
- b. Maintain a level of strict confidentiality (where needed) while conducting work.
- c. Represent Spence-Chapin in a professional manner at all times, both internally and externally. Be an ambassador for the organization.
- d. Follow the published processes and comply with all company policies and procedures.
- e. Motivate, lead and direct staff. Provide opportunities for staff to increase and enhance their skills so that they can function effectively in positions of increasing responsibility.
 - i. Delegate effectively to utilize staff to their maximum potential.
 - ii. Measure progress, provide feedback and coaching, and hold staff accountable for results.
 - iii. Develop and reinforce appropriate timetables and methods for measuring progress toward goals for staff.
 - iv. Empower staff through active and inclusive communication and delegation, and ensure staff accountability for excellence and outcomes through clearly defined, collaboratively-established and measurable goals.

III. Education & Experience

- 1. Bachelor's Degree required. Business or Finance degree preferred
- 2. Advanced Degree or Certification highly preferred
- 3. 5+ years of financial leadership or relevant experience required; 3+ years managing a team
- 4. Experience developing and executing strategy for existing and new businesses
- 5. Experience with Budgeting/Forecasting required

IV. 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

V. Key Competencies

- 1. Excellent organizational skills, including the ability to prioritize office workload, administer, and resolve problems, without direction and amid ambiguity.
- 2. Attention to detail
- 3. Strong analytical skills and 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 contribute to and model a strong, positive, collaborative and successful culture across the entire organization.
- 7. Empathy, humility, eagerness to listen, capacity to improve morale, and a desire to grow as a leader.
- 8. Strong collaborative skills and cross-functional expertise
- 9. Ability to multitask
- 10. Self-starter; works independently and proactively takes initiative to solve problems quickly