



THE PARENTING CENTER JOB DESCRIPTION

Position: Finance Director
Department: Support
Salary Range: \$78,000 - \$88,000
To Apply: Please submit a resume and cover letter to Chris Butler, Executive Director at cbutler@theparentingcenter.org or via [LinkedIn](#). *No calls will be accepted.*

Job Summary:

To maintain the financial integrity of the agency by providing proper control of assets, providing timely and accurate reports to the board and senior management so that they can make informed decisions; manage all day to day financial operations

Job Relationships:

Supervised by: Executive Director
Personnel Supervised: As assigned

Interrelationships:

Relates to other staff in the agency, volunteers, board members, clients, donors, visitors and vendors.

Employment Standards:

Educational Requirement: Minimum of a bachelor's degree in accounting
Certification and/or Licensure: CPA not required but preferred
Experience: Must have three years of accounting and financial management experience. Experience with third-party payors and state contracts preferred. Experience with CYMA financial software helpful.

Job Skills/Qualifications:

- Must pass a credit history report showing good credit history free from significant debt, bankruptcy, or other financial problems
- Good financial management skills with basic knowledge of general accounting principles
- Computer skills in applications, especially Microsoft Office; CYMA helpful
- Must maintain confidentiality regarding clients and agency business
- Ability to organize work and prioritize duties
- Ability to work under pressure and with deadlines
- Good interpersonal skills
- Ability to operate Windows operating systems

Responsibilities and Duties:

1. **Follow all agency policies and procedures.**
2. **Financial Duties – oversee all financial operations of the agency including:**
 - Plan strategically for the long-term financial health of the agency
 - Responsible for weekly/monthly cash flow report; reconcile monthly bank statements
 - Prepare weekly accounts payable



- Conduct postings to general ledger; accounts receivable, including third-party reimbursements; recording of cash receipts
- Prepare monthly financial reports such as: Balance Sheet, Income Statements, and Program Expenditure Reports etc.
- Prepare monthly cash receipts and journal entries
- Prepare monthly cash summary report for general ledger entry
- Coordinate monthly Board Finance Committee meetings and prepare meeting reports
- Prepare payroll and submit to payroll vendor as required; responsible for quarterly payroll and annual tax reports (through payroll vendor)
- Supervise preparation of W-2s and 1099s
- Prepare and revise agency budget and submit in advance of due date for approval of ED and board
- Develop budgets for grant proposals and prepare follow-up reports as needed
- Coordinate annual agency audit and preparation of Form 990
- Prepare annual United Way beneficiary report and other UW reports as needed
- Prepare year-end service reports and other program reports as needed
- Prepare federal, state and other major contract billings; prepare federal, state or local government reports when applicable
- Secure and maintain appropriate insurance coverage and renewal documentation
- Retirement plan administration
- Maintain depreciation schedule

3. Financial Supervision and Delegation:

- Supervise staff as assigned
- Evaluate staff on an annual basis

4. Communications, Information Technology

- Supervise work of IT contractor assuring that inventory is maintained and equipment and applications are maintained in good working order
- Serve as an administrator of the phone systems
- Maintain peripheral computer equipment, printers, media projectors, etc. through IT contractor
- Maintain software applications, inventory and licenses for accounting, payroll, general ledger, office productivity, database, Internet and data security, clinical practice and other applications as necessary.

5. Other Duties

- Ensure that office equipment operates properly and is serviced appropriately
- Serve as part of the agency management team
- Provide staff assistance to the Executive Director as requested
- Maintain inventory of agency furnishings and equipment – to be updated at least biannually.
- * All other duties as assigned by the Executive Director.

Professional Expectations:

- Keep all agency business confidential. Level of exposure to confidential information is high. Will have knowledge of operations, payroll and finances that cannot be shared with other employees.
- Be responsible for timely completion of assignments
- Attend staff meetings and training sessions
- Present and maintain professional appearance and demeanor



Job Related Physical Standards:

- Must be able to sit for long periods at a desk and computer.
- Must be able to communicate verbally.
- Must be able to lift and carry agency materials (up to 25 lbs)
- Must be able to travel independently.

Job Related Equipment/Tools Used:

Computers and printer including computer network, telephone and telephone system, alarm system, copy machine, fax machine, postage machine, paper shredder, date stamp.