



Job Description

Title: Director of Finance

Reports to: Executive Director

FSLA Status: Exempt

Job Status: Full Time

Supervises: N/A

Summary: Responsible for all levels of bookkeeping, accounting, risk assessment, and audit compliance. Additionally, this position is responsible for payroll and benefits administration along with other HR-related matters, assisting with organizational management, providing advice to the Executive Director and Leadership Team, and regularly interacting with the Finance Committee and Board of Directors.

Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities adheres to the social and moral teachings of the Catholic Church.

Essential Duties and Responsibilities

Typical Duties Include (but are not limited to):

- **Cash Management:**
 - Oversee the collection, deposit and recording of all agency funds, including from federal, state, and local grants, private donations from individuals, businesses, and foundations, and fees provided for services rendered.
 - Responsible for the preparation of invoices and ensuring all outstanding bills are paid.
 - Assist in management of funds held for investment in accordance with agency policy.
 - Provide preparation of cash management reports and for bank reconciliations.
 - Create cash flow budgets and reports requested by the Executive Director.
 - General Ledger and Financial Statements
- **Payroll:**
 - Responsible for preparation and submission of payroll

- Responsible for benefits administration, in collaboration with the Diocese of Jefferson City.
- Manage all inputs into the general ledger system.
- Maintain knowledge of ledger account balances and procedures for the periodic review and adjustment of accounts.
- Prepare and maintain an accounting calendar that shows input cutoffs and the scheduled dates for recurring activities and reports.
- Manage the preparation, review, and release of agency level financial statements, and provide other financial reports as required for internal and external use.
- Act as the primary contact for the review and interpretation of financial reports with agency staff and external users of reports.
- Manage the monthly and annual closing processes and assist the Program and Executive Director with the budgeting processes.
- Provide training for agency staff regarding financial matters, as necessary.
- Act as administrator regarding the agency's accounting software (QuickBooks), as well as donor recognition software (Raisers Edge).
- Maintain updated general ledger information including the chart of accounts, department, program, and source account codes.
- Maintain the form and content of reports within the accounting software system.
- Coordinate the internal activities required for audit of the agency's financial reports and its internal processes.
- Implement and maintain strong systems of internal control over financial matters within Catholic Charities where financial assets are present.
- Interact with the Catholic Charities Board of Directors and its committees as required.
- Identify and manage internal auditing of processes procedures and operating areas in order to improve overall agency operations.
- Be thoroughly familiar with the policies and procedures guiding the work of this position and the program or department overall. Perform job functions in line with these policies and procedures.
- Participate in professional development opportunities and trainings with a focus on finance, CCCNMO Policy and Procedures, best practice standards, and quality improvement.
- Shall perform all other related duties as assigned by the Executive Director
- Work with Diocese of Jefferson City and local parishes as appropriate and requested.

Supervisory Responsibilities

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

B.A. or B.S. degree in finance and/or accounting or business administration or other related field (verification to be performed). Will consider years of experience equivalent to a Bachelor's degree on case-by-case basis. MBA or CPA preferred.

This position requires a minimum of 5 years' experience in accounting with a strong element of job cost accounting, preferably, in a non-profit organization. Familiarity with federal grant requirements highly desired.

Requirements include a strong understanding of GAAP, job cost accounting, grant and contract billing, cost pool and allocation development and application, budget development and performance analysis, cash flow management, annual financial audit, and IRS 990 reporting.

Computer Skills

Demonstrates proficient computer skills and familiarity of Microsoft Office software applications including Outlook, Word, Excel and PowerPoint.

Familiarity and comfort with QuickBooks or similar accounting software highly desired. Knowledge of Raisers Edge donor software beneficial.

Workplace Ethics

Treats people with dignity and respect. Inspires the trust of others. Works ethically and with integrity. Maintains and safeguards confidential information. Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities adheres to the social and moral teachings of the Catholic Church.

Communication Skills

Exhibits good interpersonal communications skills including the ability to establish and set strong personal boundaries. Keeps others adequately informed and exhibits good team building abilities. Expresses ideas and thoughts clearly in both written and verbal form. Exhibits good listening and comprehension skills; seeks clarification when needed and selects and uses appropriate communication methods. Ability to communicate and interact with a wide variety of people having diverse social concerns and problems. Ability to communicate the mission and services of Catholic Charities both within the agency and community.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, business correspondence and procedure manuals utilizing proper English, grammar, punctuation and spelling; proofreads with accuracy and completeness to produce documents requiring minimal revisions by others. Ability to effectively present information and respond to questions from employees, managers, clients, and the public. Ability to respond professionally to common inquiries or complaints from customers, regulatory agencies, or members of the business community. May require ability to write speeches and articles for publication that conform to prescribed style and format.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

CPA preferred.

Other Skills and Abilities

Knowledge of standard office procedures including alphabetic and numeric filing, mail processing, and record keeping. Ability to meet deadlines by effectively planning, organizing and prioritizing work assignments while managing frequent interruptions. Knowledge and ability to operate various office machines including: computer, printer, copier, scanner, fax machine, telephone, and calculator.

Other Qualifications

Ability to successfully pass a child abuse registry check and criminal background check, and requires completion of the Protecting God's Children VIRTUS training session.

Licensed to operate a motor vehicle and ability to meet agency auto insurance coverage requirements. Local and limited state-wide travel required.

This position requires the ability to work occasional evenings and weekends.

The work of Catholic Charities serves as an expression of the ministry of evangelization of the Roman Catholic Church by serving the poor and most vulnerable in our society. Although staff are not to proselytize, they are, however, expected to be guided in every way by the teachings of the Catholic faith in their daily work. These include church teachings on abortion, sterilization, abstinence, and the sanctity of the family as well as fidelity to the Catholic ethical religious directive of the United States Conference of Catholic Bishops. In addition, all staff are invited to attend periodic Catholic Masses. As employees of Catholic Charities, it is further expected that staff will adhere to the Diocesan code of conduct. Employees are expected to not only perform duties consistent with the Doctrines of the Catholic faith, but outside of the workplace they are expected to refrain from publishing any communication in any form, electronic or otherwise, that affiliates them with Catholic Charities in a manner that is inconsistent with the doctrine of the Roman Catholic faith.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract.

Employee Signature _____

Printed Name _____

Date _____