



Job Description – Director of Finance

Reports to:	Executive Director
Supervises:	Budget & Accounting Manager and Compliance Specialist
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved on:	November 13, 2019

Bright Beginnings, Inc. is non-profit organization that operates early childhood and family learning centers for families experiencing homelessness. Our mission is to meet the needs of children and families living in homeless environments by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting homeless parents to stabilize their home lives and become self-sufficient.

Summary: This position is the chief financial officer. The position is responsible for overseeing all financial aspects of organization and driving the organization's financial strategy and planning. You will be responsible for assessing the financial performance of the organization as well as possible risks and investments including ensuring that the organization complies with state and federal industry standards and legal regulations. The position must be well versed in the generally accepted accounting principles (GAAP), federal grants and uniform guidance.

Essential Duties:

1. Ensure that the organization complies with state and federal industry standards and legal regulations.
2. Manage spending against federal, local and donor restricted grants.
3. Maintain continuous lines of communication, keeping the executive director informed of all critical issues.
4. Coordinate the production of the monthly financial statements including Statement of Financial Position, Statement of Activities, Income Statement, and accumulative general ledger using a computer-based accounting system.
5. Coordinate the analysis and reporting of the organization's financial performance and projections to the Executive Team and the Board of Directors.
6. Conduct analysis in order to make forecasts and prepare reports to the executive team.
7. Prepare short and long-term financial forecasts of financial performance for use with internal management and external parties
8. Oversee all audit and internal control operations.
9. Ensure the use of best practices in all procurement functions.
10. Review reconciliations to ensure that they are prepared properly and follow-up on any unusual items.
11. Monitor cash flow and investments.
12. Oversee and coordinate filing of tax forms including 990s.
13. Oversee the preparation of annual audit.
14. Prepare budgets for federal Head Start grants and Office of State Superintendent of Education grants, assist with applications.
15. Perform other accounting, audit, and tax duties as needed.
16. Design effective budget models for departments and the entire organization.
17. Design and implement effective budgeting policies and procedures.
18. Present annual budgets to executive staff.
19. Review budget requests for approval.
20. Forecast future budget needs.
21. Suggest cost efficiencies and spending improvements that increase results.

- 22. Maintain confidentiality of information at all times.
- 23. Attend all required individual and team supervision sessions/meetings.
- 24. Participate in all Board of Director’s Finance Committee meetings and conference calls.
- 25. Participate in all required professional development opportunities.
- 26. Other duties as assigned.

Qualifications:

- 1. Mission and culture alignment;
- 2. 5 – 7 years of experience, nonprofit accounting audit experience preferred;
- 3. Licensed Certified Public Accountant;
- 4. Bachelor’s degree in accounting, Master’s preferred;
- 5. Knowledge of current audit and accounting concepts, including GAAP;
- 6. Strong knowledge of MS Office Excel and QuickBooks Online;
- 7. Experience with federal grants and uniform guidance, knowledge Head Start regulations preferred;
- 8. Solid knowledge of financial analysis and forecasting;
- 9. An analytical mind with a strategic ability;
- 10. Excellent organizational and time management skills with excellent attention to detail, organizing data, producing reports and meeting deadlines;
- 11. Excellent client relationship and interpersonal skills;
- 12. Strong verbal and written communication skills;
- 13. Ability to prioritize and work independently in a fast-paced environment;
- 14. Ability to relate well to people of diverse backgrounds and experience levels;
- 15. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, and families;
- 16. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially;
- 17. Must maintain training and professional development credits current;
- 18. Thorough understanding and working knowledge of client confidentiality;
- 19. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing; and
- 20. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:

- Be able to lift 25-30 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

Employee Acknowledgment:

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE