

JOB DESCRIPTION

Title: Director of Finance
Reports to: Executive Director
Classification: Exempt (Administrative Exemption), Salaried
Hours: Full-Time
Hiring Range: \$85,000-106,000, depending on education and experience
Work Week: Monday 12:00 AM to Sunday 11:59 PM (AGENCY WORK WEEK FOR PAYROLL)
Location: North Charleston, South Carolina

Organizational Background

HALOS, founded in 1997 and incorporated in 2003, is a growing nonprofit organization that serves grandparents, relatives and family friends who are raising children to keep them with family in the Lowcountry region of South Carolina. HALOS meets the needs of kinship families through a variety of supports, programming, and initiatives.

Position Summary

Reporting to the Executive Director, the Director of Finance is responsible for direct leadership of the finances and risk management of HALOS. This position works with the Executive Director and the Governance and Finance Committees of the Board of Directors to ensure sound financial management, maintain financial and accounting records, establish appropriate internal controls and ensure HALOS follows all Generally Accepted Accounting Principles for nonprofit organizations. The Director of Finance guides strategic financial decisions, leads the annual budgeting process and fiscal sustainability efforts, manages cash flow, and regularly analyzes financial indicators and performance benchmarks for the organization. In addition, the position provides supervision and guidance to other finance/administrative positions. This position participates as an integral member of the organizational leadership team, establishes and oversees fiscal and administrative systems, and provides effective stewardship of donor dollars with absolute accountability and transparency. He or she ensures that resources are well-protected and used responsibly and ethically to fulfill HALOS' goals and mission.

The ideal candidate will possess core finance, accounting, and leadership competencies.

Essential Functions of Position

Note: These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Department Leadership and Coordination

- Oversee all finance department functions, including participation in strategic planning efforts and the use of data to drive decision-making and long-term organizational planning
- Develop, revise, and implement policy and procedure related to administrative and financial operations
- Play an active and integral role in HALOS's performance and quality improvement (PQI) efforts, assisting with mapping outcomes and performance indicators, refining a theory of change, collecting data, evaluating program effectiveness, and modifying program parameters accordingly based on the results
- Plan and organize day-to-day operations and activities in the finance department, regularly and efficiently reporting results, success, and challenges to the Executive Director and any other designee(s)
- Serve on the HALOS PQI Committee to participate in the agency's overarching quality improvement and risk assessment activities

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- Regularly participate in cross-program leadership meetings and activities to continuously contribute to a collaborative workplace and remove operational silos
- Contribute to agency trainings and staff meetings

Management of Daily Finance and Accounting Operations

- Provide support and leadership to administrative staff and oversee day-to-day accounting operations including accounts payable, accounts receivable, general ledger accounting, and payroll
- Manage banking activities
- Verify accuracy of transactions posted in QuickBooks
- Review and approve bi-weekly payroll submissions, including employee deductions and company contributions/matches
- Review and approve accounts payable transactions and payments
- Ensure accurate, timely and consistent processing of accounts payable, payroll, billing and account reconciliations

Cash Flow Management

- Prepare long-term and short-term cash forecasts
- Manage daily cash flow by monitoring cash balances to ensure sufficient funds to cover cash needs
- Monitor restricted and unrestricted funds; determine when to release funds from restrictions

Reporting

- Prepare and publish timely monthly compiled financial reports/packets for internal use as well as for use by the Finance and Executive Committees of the Board of Directors
- Conduct review of financial statements with agency's Leadership Team

Monthly Closing

- Reconcile balance sheet accounts to general ledger
- Prepare work papers to document the reconciliation of each balance sheet account
- Complete bank and investment reconciliations
- Update schedules and complete journal entries to recognize and amortize prepaid assets, accrued expenses, prepaid insurance, and others that result from general financial statement account reconciliations
- Complete journal entries to allocate payroll and benefits expenses for employees to their respective departments
- Verify balances for petty cash fund and gift cards on hand
- Review transactions to ensure that entries are properly classified and that activity is appropriate and reasonable
- Generate financial statements in QuickBooks, export to Excel, and format for Financial Reporting Package; draft Notes to the Financial Statements

Finance Committee and Board

- Prepare agenda for monthly Finance Committee meeting and distribute with Financial Reporting Package; attend meetings
- Review general ledger activity and highlight activities and/or changes in account balances for the Finance Committee
- Provide easily understood analyses (monthly, quarterly, and annually) of financial reports, budget variances, and fiscal trends to best assist Finance Committee members and Executive Director in decision-making and goal execution

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- Attend bi-monthly Board meetings

Grants

- Work collaboratively with Development Department and other Directors to create project budgets
- Prepare budgets for all grant applications
- Manage existing grant financials
 - ensure that grant funding is readily available and spent timely
 - verify grant invoices and that all expenses are documented properly
 - verify that funds are assigned appropriately to grant projects
 - verify reimbursable contracts and grants are billed according to terms
 - reconcile restricted cash accounts against the grant activity for the month; release funds from restrictions; update reportable/restricted funding details/balances
 - prepare financial reports for grant funders, as required under the terms of the grant
 - provide status updates and fund balances to Leadership Team
 - maintain, refine and update grant tracking system

Other

- Provide supervision and leadership to all organizational risk management efforts
- Lead the annual budget preparation process to include financial analysis of agency spending
- Coordinate and oversee the annual audit as appropriate
- Research technical accounting issues for compliance
- Develop and document business processes and accounting policies and procedures to maintain and strengthen internal controls
- Act as liaison for interested third-parties such as investment firm and bank
- Assist other Directors in meeting budget goals

Qualifications

Minimum Qualifications

- Bachelor's degree in a related field from an accredited university or college
- Licensed CPA or equivalent financial expertise with thorough knowledge of GAAP for nonprofit organizations
- Proficiency in QuickBooks, Microsoft Excel, and other financial software applications
- Demonstrated leadership abilities
- Excellent communication, organization, problem solving, time management, and follow-up skills
- Ability to problem solve, engage quickly and effectively with written materials, and demonstrate a strong attention to detail
- Mobility to work in a typical office setting and use standard office equipment as well as the stamina to remain seated and maintain concentration for an extended period of time
- Vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone

Desirable Qualifications

- 10+ years of experience in finance
- Experience in financial leadership positions
- Experience managing the financials for private and public grant awards
- Familiarity with payroll function

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Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your At-Will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

HALOS is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, sexual orientation, ethnic or national origin, or veteran status. HALOS prohibits discrimination against individuals with disabilities and will

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reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with a disability.

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