



Job Title:	Director of Accounting	Position Type:	Full-time or Full-time or Part-time, 24 hours
Department/Group:	Administration	Reports to:	Executive Director
Supervises:	Accounting Assistant	Purchasing Authority	Up to \$2,500

JOB DESCRIPTION

Job Purpose:

Manages, maintains and monitors agency’s financial, facility, operational assets by establishing and executing financial policies, procedures, controls, and reporting systems within the scope of duties.

Duties:

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by facilitating external and internal audits; serves as point of contact for providing information to external auditors.
- Maximizes return and limits risk, on cash by minimizing bank balances; making investments.
- Prepares reporting and accounting as per HCWM’s managerial needs which includes but is not limited to oversight of cash management and banking, invoicing, bill payment, month-end reporting and account reconciliation, program and grant reporting as is desirable.
- Prepares collaborative budgets by establishing schedules, collecting, analyzing, and consolidating financial data; recommending plans.
- Achieves budget objectives by monitoring expenditures, analyzing variances, reviewing results of operations with Directors, and initiating corrective actions.
- Provides status of financial condition to the Finance Committee by collecting, interpreting, and reporting financial data.
- Processes bi-weekly payroll.
- Negotiates and secures all of agency’s insurance requirements (i.e. liability; workers compensation; health, short-term disability, etc.)
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Protects the Center’s brand and operations by keeping financial information and plans confidential.
- Contributes to team success by accomplishing related results as needed.

Required Skills/Qualifications:

- 4-Year Degree in Accounting or similar discipline
- Experience with computerized financial systems and preparing for annual audit
- Proficiency with internet and Microsoft Office
- Experience in preparing for certified audit



- Experience in developing budgets
- Experience in managing an accounting department or complex month-end close
- Ability to analyze data
- Experience in developing insurance and banking relationships

Preferred Skills/Qualifications:

- Masters of Business Administration
- Experience with Microsoft Dynamics GP
- Experience with Mangrove Payroll software
- Knowledge of Labor Law plus Wage and Hour Law
- Experience developing complex budgets

Last Reviewed:

9/20/11			
6/3/13			
11/11/14			
11/18/16			