



Director of Finance and Business Administration

Position Description:

This is a full-time position working with a non-profit agency that serves child victims of abuse in 14 counties of northeast Missouri. Candidate must have the ability to perform several tasks concurrently with ease and professionalism. Must be able to keep agency matters strictly confidential. Excellent organizational, administrative, and interpersonal skills is essential. Prior management experience in Accounting or Business Management is required. CPA certification or prior experience collaborating with a CPA is highly desirable. This position will be assigned to work out of the Wentzville office.

Primary Job Duties and Responsibilities

- Responsible for the following **Financial** aspects of the agency, to include:
 - a. Direct supervision of the Accounting Manager. Oversee current investments and cash position across multiple funding accounts and maintaining cash flow projections.
 - b. Prepare and analyzing monthly financial statements and necessary reports for Finance Committee, Investment Committee and all other Board committee meetings, as needed.
 - c. Facilitate Finance Committee meetings and fielding questions and discussions.
 - d. Facilitate Investment Committee meetings and fielding questions and discussions.
 - e. Develop performance measures and monitoring systems to provide critical financial and operational information to the Executive Director and Board of Directors, and make actionable recommendations on both strategy and operations.
 - f. Participate in key decisions pertaining to strategic initiative, operating model and operational execution.
 - g. Prepare documentation for the agency's annual financial audit and 990 tax returns, managing correspondence and resolutions with auditors, and reviewing audit adjustment/findings with the Executive Director and Finance Committee.
 - h. Oversee and lead annual budget process, in collaboration with the Executive Director and department managers, preparing budget for Board approval and assessing organizational performance against annual budget and long-term strategy.
 - i. Maintain accounting policies and procedures.
 - j. Maintain financial documentation according to agency's policies as well as requirements of auditors and government agencies
 - k. Communicate regularly to the Executive Director all essential financial information.
- Responsible for the following **Human Resources** aspects of the agency, to include:
 - a. Manage the agency's selection of employee insurance and retirement benefits.
 - b. Ensure all compliance standards are upheld by the agency in accordance with funder requirements.
 - c. Assist Human Resources staff with policies and procedures, as needed.
- Responsible for the following **Business Management** aspects of the agency, to include:
 - a. Direct supervision of the Administrative Assistant.
 - b. Ensure building and maintenance needs are taken care of promptly and efficiently.
 - c. Ensure compliance with city codes and regulations.
 - d. Ensure proper controls are in place to effectively and efficiently manage physical resources of the agency, including maintaining the facility and equipment.



- e. Manage procurement of agency assets and related contracts.
 - f. Acting liaison to all agents of insurance policies, leasehold agreements and other contracts.
 - g. Ensure all policies, agreements, and contracts are current and in compliance with the US Office of Management and Budget and each funder's additional standards.
 - h. Maintain documentation for policies, agreements and contracts.
- Responsible for the following **Grant Funding** aspects of the agency, to include:
 - a. Direct supervision of the Grants Manager.
 - b. Establish budgetary goals for the Grants Manager.
 - c. Assess grant performance against annual budget and long-term strategy.
 - d. Ensure grant prospects align with the agency mission, strategic goals, and operational needs.
 - e. Review grant applications and oversee timely submissions.
 - f. Oversee communication with program directors to ensure transparency and collaboration.
 - g. Communicate regularly to the Executive Director all essential grant information.
 - Responsible for the following **Fundraising Events** aspects of the agency, to include:
 - a. Prepare financial reports for Development needs and committees.
 - b. Review all revenue and expenses recorded for event financial reports.
 - c. Work with the Development team to determine process for registration and money related activities in advance of each event.
 - d. Ensure adequate payment and cash needs are prepared.
 - e. Manage registration, close and money related activities during all major events.
 - Other duties to include:
 - a. Represent the agency at various fundraising, community and donor events.
 - b. Serve as a member of the agency's Leadership Team
 - c. Communicate essential finance and business information to management and staff during Leadership and Staff meetings.

Qualifications

Bachelor's degree from an accredited college or university with major course work in accounting, finance or business administration or a closely related field. Minimum of ten years accounting/financial experience including accounts payable, accounts receivable, general ledger and financial reporting. Additional years of experience may be substituted for formal education. Proficient in QuickBooks, Microsoft Excel and Word. Knowledgeable about non-profit agencies and working with grant funding and compliance standards. Capable of communicating clearly and concisely, both verbally and in writing. Able to work independently as well as part of a team.

Benefits include: 14 paid holidays, generous PTO, medical/vision/dental insurance, and more.

Reports to and supervised by: Executive Director

Classification: Exempt

Submit resume and letter of interest to humanresources@cacnemo.org.

The Child Advocacy Center of Northeast Missouri is an Equal Opportunity Employer.