



Title of Job: Finance Director

Location: Great Rivers United Way

Reports To: Executive Director

Job Overview:

The Finance Director will provide strategic financial leadership, ensuring the effective management of Great Rivers United Way's financial resources. This role involves overseeing accounting, budgeting, financial reporting, grants management, and compliance. The Finance Director works closely with the Executive Director and Board of Directors to support the nonprofit's mission and long-term goals.

Key Responsibilities:

1. Financial Strategy & Leadership:

- Lead the development of the financial strategy that is mission aligned.
- Collaborate with the Executive Director to drive financial sustainability.
- Provide expert financial advice and reports to the Board of Directors.

2. Budgeting & Financial Planning:

- Develop and monitor annual operating budgets and forecasts.
- Oversee the preparation of multi-year financial projections.
- Track financial performance and identify areas for improvement.

3. Accounting & Financial Reporting:

- Ensure timely and accurate financial statements, including income statements, balance sheets, and cash flow reports.
- Oversee the day-to-day accounting operations, including accounts payable, receivable, and payroll.
- Lead the preparation and presentation of monthly, quarterly, and annual financial reports to internal and external stakeholders.

4. Grants & Fund Management:

- Oversee grant compliance, ensuring the organization adheres to grant agreements and reporting requirements.
- Manage restricted and unrestricted funds, ensuring proper tracking of expenditures.
- Collaborate with the grant writer on applications and financial reporting.

5. Audit & Compliance:

- Coordinate the annual audit process and liaise with external auditors.

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- Ensure compliance with all federal, state, and local regulations, including tax filings and nonprofit reporting.
- Develop and enforce internal financial controls and procedures to safeguard the organization's assets.

6. Risk Management:

- Manage cash flow and reserves to ensure liquidity and financial stability.
- Oversee insurance policies and risk management strategies.
- Advise the Executive Director and Board on risk-related issues.

7. Employee Benefits

- Monitor benefit pricing.
- Take employee open enrollment applications.
- Help with orientation of new employees, explaining benefits.

Qualifications:

- Bachelor's degree in finance, Accounting, Business Administration, or a related field.
- Minimum of 5 years of experience in financial management, nonprofit preferred.
- Knowledge of nonprofit accounting principles, including GAAP and fund accounting.
- Experience with grant management and compliance.
- Proficiency in financial management software (Sage Intacct) and advanced Excel skills. Literate in CRM database software.
- Strong leadership, organizational, and communication skills.
- Ability to work collaboratively in a mission-driven environment.

Personal Attributes:

- Commitment to the Great Rivers United Way mission and values.
- Detail-oriented with strong analytical and problem-solving skills.
- Ethical and transparent in managing financial resources.
- Strong interpersonal skills and ability to communicate financial information to non-financial stakeholders.

Application Deadline: November 3, 2024

Base Pay: \$70,000

Send electronic resume and cover letter to mkwolf@gruw.org.