



JOB DESCRIPTION

POSITION: Finance Director

STATUS: 1 FTE, Exempt

REPORTS TO: Co-Executive Director – People and Organization

SUPERVISES: Finance Department Staff

REVISION DATE: March 16, 2023

Casa Latina is an equal opportunity employer. We consider all applicants without regard to race, color, national origin, religion, gender, marital or military status, age, sexual orientation, gender identity, the presence of any sensory, mental or physical disability, genetic information, political ideology or any other protected characteristic.

PURPOSE

The Director of Finance is a key organizational leader, providing strategic financial analysis and reporting to the leadership team and board of directors.

KEY RESPONSIBILITIES

- Financial Management
 - Oversee and lead annual budgeting and financial planning with the Co-Executive Director of People and Organization; administer all financial plans and budgets.
 - Ensure the accurate classifying, coding, recording, summarizing and analyzing of financial data in order to compile and maintain the organization's financial records.
 - Analyze and present financial information and reports in an accurate and timely manner; clearly communicate monthly and annual financial statements.
 - Appear regularly at board meetings to present financial information and reports and to respond to questions; act as staff lead member of the board's finance committee; work independently with the Treasurer to help them fulfill their board role obligations.
 - Manage organizational cash flow and forecasting.
 - Coordinate and lead the annual audit process.
 - Liaison with external auditors and the finance committee of the board of directors; assesses any procedural changes necessary.
 - Implement a robust contracts management and reporting system; ensures that contract billing and collection schedules are adhered to.
 - Update and implement all necessary business policies and accounting practices; maintain the finance department's policy and procedure manual.
 - Monitor and reconcile donor pledges and contributions with development department records on a monthly basis.
 - Ensure accurate financial reporting for donors; oversee all grants accounting.
 - Oversee payments policies and execution of payments.
 - Process payroll and track employee vacation, sick leave, and any other time off
 - Oversee payments to employee benefit programs.
 - Maintain fixed assets and depreciation schedules.

- Maintain compliance with federal, state, and local requirements and regulations, completing and submitting financial forms and other government documents as required.
- Supervision
 - Develop and implement a plan to create a system of internal controls and build a department to meet the growing needs of the organizations' financial management infrastructure.
 - Supervise any and all other employees or contractors working directly with the Finance and Facilities department.
- Other duties as assigned.

QUALIFICATIONS

- Commitment to Casa Latina's mission and demonstrated commitment to social justice.
- Ability to create and manage budgets.
- Excellent written and verbal communication skills.
- Bilingual in English and Spanish preferred.
- Experience providing accounting services to non-profit organizations and oversight of compliance procedures.
- Proficient in Microsoft Office Suite or related software, as well as budget creation and analysis software.
- Excellent managerial skills.
- Strong administrative and organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Proven self-initiative, problem solving and time-management skills.
- Thorough understanding of non-profit budgetary and accounting principles, practices, and policies.
- Bachelor's degree in accounting, Economics, or Finance, with a minimum 10 years of experience; OR a relevant Masters degree with 5 years of experience.

PHYSICAL REQUIREMENTS

- Ability to work in an office environment
- Ability to apply principles of logical thinking and to define problems
- Ability to interpret a variety of instructions furnished in written or verbal form
- Work involves sitting most of the time, but may involve walking, standing, bending, reaching, and twisting
- Must be able to lift up to 15 pounds at a time

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for this position. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted whenever possible. The above job description is not comprehensive. The job responsibilities may include other duties as assigned. Casa Latina may change or update job duties as necessary to meet business needs.