

**CATHOLIC SOCIAL SERVICES
JOB DESCRIPTION**

TITLE: Director of Finance/CFO
DEPARTMENT: Administration
STATUS: 1.0 FTE, salaried, exempt
SUPERVISED BY: Executive Director

JOB SUMMARY: This position is responsible to the CSS Executive Director, and works with agency department and program directors, the Board of Trustees Finance Committee, and the Archdiocese of Anchorage for the financial management of CSS. Responsible for successful and positive relationships with lending institutions, grantors, and the financial community by performing the essential functions of the position satisfactorily. Also responsible for the financial planning and accounting practices.

QUALIFICATIONS:

Personal:

- A. Be able to maintain program/guest/agency confidentiality, and treat each individual with dignity and respect.
- B. Be a team player, demonstrate motivation, exercise discretion and dependability, adhere to business profession code of ethics, be well organized, support overall mission and direction of the agency.
- C. Have the ability to create an atmosphere, which encourages motivation, innovation, and high performance; to delegate responsibility and authority to staff and to communicate effectively and clearly.
- D. Support the mission of CSS and the social teachings of the Catholic Church.

Education/Experience: Required: Bachelor's Degree in Accounting/Finance or related field, minimum five years experience in non-profit administration of accounting or equivalent experience. Experience must include budget preparation, financial analysis, fund management, and financial report development, generation and interpretation. Two years supervisory experience. CPA, CMA, and/or MBA preferred. Experience with American Fund Ware strongly preferred. PC experience necessary. MS Applications experience a must.

Skills:

- A. Must possess excellent administrative and financial services skills including: knowledge and application of generally accepted accounting principles, and accounting principles reporting practices for churches and church related organizations.
- B. Excellent written and oral communication skills, initiative, flexibility, good supervisory skills, high degree of professionalism and personal commitment to excellence in financial services to support social service delivery.
- C. Skills in exercising a high degree of initiative, judgment, discretion and decision-making to achieve objectives are essential.
- D. Skill in establishing and maintaining effective working relationships with co-workers, clients, and the public. Skill in identifying and resolving accounting and financial problems.

Physical Requirements: ability to work at computer terminal for long periods of time.

Other Requirements: Regular and reliable attendance.

Training Requirements: Agency and department orientation.

RESPONSIBILITIES:

- A. Adhere to the mission of Catholic Social Services in the performance of all aspects of this position.
- B. Report to the Executive Director on oversight and direction of all financial services activities regarding CSS.
- C. Ensure compliance with all agency, federal, state and local requirements relating to reporting and financial transactions.
- D. Plan, coordinate, and assume responsibility for all financial transactions through the following areas:
 1. Financial Analysis
 - a. ensure reconciliation of all accounts
 - b. appraise the agency's financial position regarding stability, liquidity, and growth through timely monthly reports (see financial reporting)
 - c. analyze all cost accounting procedures together with other statistical and routine reports
 - d. analyze operational issues and determine financial impact
 - e. coordinate and advise on investment activities and lending needs, and recommends options
 - f. track actual grant revenue/expenses
 - g. review and advise on implementation of changing G.A.A.P. and church related organization requirements
 - h. develop business plans to fund revenue generation
 - i. provide service cost analyses within and across programs
 - j. provide analyses on employee benefit issues as requested by the executive director
 2. Budget Management
 - a. implement and facilitate budget and revision process and timelines
 - b. oversee the data input of budgets for grants, contracts, and special projects for all programs and departments
 - c. monitor income and expenses and make recommendations for budget adjustments as necessary to ensure positive cash flow
 - d. with key personnel, prepare and amend agency annual budget and gather data to support budget
 3. Grant and Contract Management
 - a. ensure compliance with grant and contract financial compliance reporting requirements
 - b. assist with preparation of grant application budgets (United Way and others)
 - c. ensure submission of timely grant and contract financial reports and billings
 - d. implement appropriate grant/contract revenue and expense tracking.
 4. Financial Reporting

- a. provide timely financial reports for the Executive Director, board committees, and program directors
 - b. provide timely monthly reserve reports, operating plant reports, and other reports
 - c. develop annual cash flow projection and provide monthly reports for programs and agency
 - d. accurately complete and file all required reports to Federal, State, Municipal, and private entities.
5. Operations
- a. hire, supervise, train, and evaluate all finance department personnel
 - b. develop, educate and implement CSS finance department goals, methods, controls, policies and procedures
 - c. establish and monitor appropriate billing and fee collection processes
 - d. ensure accuracy and efficiency of agency accounts payables and receivables
 - e. ensure accuracy, efficiency and compliance with agency payroll and benefits
 - f. monitor and manage agency vehicle and property insurance
 - g. manage the annual audit preparation and coordination
 - h. attend CSS finance committee meetings and board of trustee meetings (monthly), CSS directors meetings (bi-weekly), and other meetings as requested
 - i. support the activities and projects of the admin/development department
 - j. maintain regular and reliable attendance
 - k. other duties as assigned

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____