



# The Chicano Federation

## Job Description

**JOB TITLE:** Director of Finance

**SALARY:** \$90,000 to \$110,000 per year

### **ESSENTIAL FUNCTIONS:**

The Director of Finance is responsible for all areas of finance and accounting. This hands-on position will provide leadership, support and guidance for the Organization.

#### Financials, Budgets and Analysis

- Prepare annual company budget, various program budgets and ad hoc budgets as needed.
- Prepare, review, and analyze financial statements each month to ensure accuracy and completeness.
- Ensure accounts are reconciled monthly and general ledger maintains its integrity.
- Prepare and present monthly financial package, including executive summary, to the Board of Directors.
- Perform ad hoc analysis as needed.

#### Audits & tax return

- Serves as primary liaison for all audits.
- Work with external auditors and provide necessary documents, records and analysis to complete the annual audit and Form 990.
- Work with various State and Federal agencies when a program audits are requested.

#### Programs and grants

- Manage, review and/or prepare all compliance reporting requirements.
- Become familiar with various program regulations in order to properly record revenue and expense.
- Budget and track short-term grants and awards.

#### Banking, Lenders & Others

- Communicate with banks and lenders to maintain good working relationships.
- Monitor and manage cash balances, endowment fund and credit card activity.
- Provide compliance items for lenders, including budgets, reports and other requests.

#### Staff and training

- Supervise and develop staff by managing performance, assigning tasks, setting goals and training. Lead and motivate finance team.

#### Other, but not limited to

- Work closely with bookkeeper regarding financials for owned and managed apartments.
- Work with insurance providers annual for policy renewals.
- Assist the Human Resources department with payroll review, reporting and personnel updates as they relate to allocations.
- Review, maintain and update accounting manual as needed.
- Assess current systems, practices and procedures, and make recommendations for improvements.
- Keep accounting records and data well organized and confidential.
- May be required to perform other related duties as required and/or assigned.



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### **EXPERIENCE:**

A minimum of four years of previous accounting experience desirable, preferably in a lead role capacity. Nonprofit experience not required but preferred.

Computer skills: Above average ability with Excel, experience with MIP or demonstrate the ability to work with multiple software applications and vendor/partner websites.

### **EDUCATION:**

A bachelor's degree in accounting or finance and related work experience required. Master's degree preferred. Must have knowledge of accounting principles and procedures, audits, cost allocation, budgets, and general ledger accounts.

### **OPERATING RESPONSIBILITY:**

Must interact with agency employees at all levels in a personal and professional manner. Requires excellent communication skills to represent the agency in a professional manner. Confidentiality is of major importance for this position in dealing with various agency accounts both receivable and payable. Analytical ability required in handling various legal governmental forms related to payroll, workers' compensation and SUI reports. Judgment required as well as organization skills to handle multiple tasks in a manner to meet required deadlines. Must present a positive attitude and work independently.

### **CONTACTS:**

Has contact with all levels of agency employees as well as external contact related to billings and contracts. Will have contact with Federal, State and local funders.

### **WORKING CONDITIONS:**

Works in an office environment. Background check required.