

The Humane Society for Tacoma & Pierce County
JOB DESCRIPTION

JOB TITLE: Finance Director (FD)
DEPARTMENT / CLASSIFICATION: Full-Time
REPORTS TO: Chief Executive Officer
SUPERVISES: Finance
SALARY: \$100,000 + benefits

JOB SUMMARY: The Finance Director’s primary responsibility is executing all financial operations. The FD supervises staff responsible for all accounting, purchasing, inventory and payroll functions and will be responsible for overseeing all aspects of the shelter’s financial affairs. The FD serves as an advisor to the Board-led Finance Committee.

ESSENTIAL DUTIES & FUNCTIONS:

- Provide dynamic strategic leadership overseeing the Finance department.
- Participates with the CEO and the Executive leadership team to implement the shelter’s mission, goals and values and engage in strategic business planning.
- The FD will be an integral part of the Executive Leadership team and will carry a high degree of responsibility and judgement.

Responsibilities:

FINANCE

- Ensures compliance with requirements of all applicable federal, state and local laws, regulations and rules.
- Ensures sound fiscal operations, including timely, accurate and comprehensive development of an annual budget and its implementation.
- Develop standards, procedures, and tools that enable and encourage best practices and consistency across all financial program areas.
- Provide training to staff and volunteers on financial policies and best practices
- Responsible for reviewing and maintaining accuracy of payroll and accounts payable and receivable cycles.
- Performs cost analysis for annual municipal sheltering contracts and provides pricing recommendations and data for negotiations.
- Responsible for maintenance and reconciliation of the Microsoft Business Central accounting software.
- Performs monthly and Ad-Hoc financial reporting and analysis, as well as monthly Board reporting.
- Completes monthly close process, including bank reconciliation and monthly accruals.
- Presents the budget and financial statements monthly to the CEO and Finance Committee, assisting in their interpretation.
- Coordinates and prepares materials for the annual financial audit and the 990 Tax return
- Assists in providing financial and payroll data needed for Union negotiations
- Responsible for oversight of inventory and proper procedures to control and safeguard inventory
- Ensure strict adherence to safety rules and standards
- Liason between the investment banker and the Finance Committee
- Advise the Board Treasurer on finance related matters

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proficient computer skills: MS Office applications
- Demonstrated success in financial management to allocate resources, prepare budgets, analyze financial data and forecast unearned income.
- Must have a successful track record of managing a team and providing leadership to staff and board.
- A mature and experienced manager who can work effectively with team members at different stages of career development and with a strong, experience senior management team.
- The ability to think big picture, assess conditions and outcomes, and make rational recommendations regarding finances and other key issues.
- Impeccable integrity, judgment, and discretion along with a professional demeanor and interpersonal style that elicits trust from leadership, staff and partners.

Education/Certification preferred:

- Certified Public Accountant
- Master’s Degree

Experience:

- 7+ years of senior level experience, demonstrating progressively increasing responsibility, with demonstrated success in all functional areas
- 3+ years of experience in a financial role within a non-profit organization

Knowledge, Skills and Abilities

Knowledge of (B/basic; J/journey; E/expert):

- Speak, read, and write in the English language (E)
- Generally Accepted Accounting Principles (E)
- Non-profit accounting (E)
- Math (E)
- Strategic Thinking (E)

Skill and ability to:

	Never	Seldom 1%-10%	Occasional 11%-33%	Frequent 34%-66%	Constant 67%-100%
Stand					
Walk			X		
Lift <10 lbs			X		
Lift 10-25 lbs		X			
Lift 26-50 lbs	X				
Lift 51-75 lbs	X				
Lift 76-100 lbs	X				
Twist		X			
Reach		X			
Push and Pull	X				
Climb	X				
Sit					X
Vision					X
Hearing					X