



## UNITED WAY OF CENTRAL OHIO JOB POSTING

<b>JOB TITLE:</b>	Finance Director
<b>DEPARTMENT:</b>	Finance/Operations
<b>REPORTS TO:</b>	SVP Finance & CFO
<b>GENERAL DESCRIPTION:</b>	Responsible for overseeing finance, general accounting and building services functions and supervising assigned staff. Responsibilities include timely and accurate transactions related to cash, receivables, payroll, fixed assets, accounts payable, agency allocations, campaign and other revenues and all expenses.
<b>JOB RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Supervise direct reports in accordance with organization’s policies and applicable laws. Establish department and individual goals; interview, hire and train direct reports. Schedule, direct and monitor staff’s work. Evaluate performance and provide training and development as needed.</li> <li>• Supervise Accounts Receivable Specialist to maintain accurate individual and corporate accounts receivable records. Maintain all revenue and receivables records and allowances in general ledger and reconcile monthly to donor database system detail.</li> <li>• Supervise Payroll &amp; Accounting Manager to ensure timely process of bi-weekly payroll for approximately 90 United Way employees. Provide problem resolution and answer questions regarding payroll issues.</li> <li>• Supervise building staff to ensure the building and grounds for United Way of Central Ohio facility are maintained.</li> <li>• Approve monthly journal entries prepared by Payroll &amp; Accounting Manager and Staff Accountants.</li> <li>• Monitor cash flow and assist in preparation and review of monthly bank reconciliations. Monitor daily bank activity and approve monthly bank statements.</li> <li>• Oversee fixed assets records and perform year-end depreciation calculations.</li> <li>• Process monthly electronic transfers of allocations to funded agencies and approve electronic payments to other agencies and vendors.</li> <li>• Supervise daily remote transfer check deposit transactions.</li> <li>• Maintain required updates and changes to the general ledger chart of accounts.</li> <li>• Prepare month-end general ledger closing entries and financial statement reports. Present and discuss financial reports at Finance and Audit Committee meetings.</li> <li>• Coordinate and prepare assigned year–end audit schedules. Serve as key staff member for year-end audit preparation and independent auditor questions.</li> <li>• Prepare special studies, financial reports and analyses as requested by CFO and department heads. Respond timely and accurately to questions from departments and managers regarding financial reports or other financial issues.</li> <li>• Consistently adhere to inter-departmental, volunteer and constituent service standards.</li> </ul>
<b>JOB QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of non-profit accounting principles and procedures including tax laws and computerized accounting systems.</li> <li>• Accounting and analysis skills to reconcile, balance and prepare necessary fiscal reports. Work also requires staying current on FASB and other regulatory accounting changes through seminars and continuing education.</li> <li>• Strong technical skills and proficiency in Microsoft Office, specifically Excel, is required.</li> <li>• Work requires good interpersonal, communication, and management skills to work closely with internal staff, volunteers, Board level committees and agency personnel.</li> <li>• Thorough appreciation and acceptance of, and commitment to diversity.</li> </ul>



	<ul style="list-style-type: none"> <li>• Demonstrates knowledge of and supports United Way Mission, Vision, Value Statements, Service Standards, Confidentiality Standards, and Policies and Procedures.</li> </ul>
<b>EDUCATION AND EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in accounting and a minimum of five years of accounting experience and supervisory experience is required. CPA preferred.</li> </ul>
<b>LISTING DETAILS:</b>	<ul style="list-style-type: none"> <li>• <b>Posting date:</b> November 28, 2017</li> <li>• <b>Application deadline:</b> December 11, 2017</li> <li>• Please submit your resume &amp; cover letter to no later than the application deadline to the following URL address: <a href="https://liveunitedcentralohio.org/careers/">https://liveunitedcentralohio.org/careers/</a></li> </ul> <p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>• Applicants will see a message after successfully completing the online application process. <u>If a message does not appear, then the application was not successfully completed.</u> Please re-submit your application or call 614.227.2700 if you have submission issues.</li> </ul>
<b>OTHER:</b>	United Way is an Affirmative Action/Equal Opportunity Employer.