

DIRECTOR OF FINANCE

JOB DESCRIPTION

JOB INFORMATION

Job Title	Director of Finance	
LOCATION	Office <input checked="" type="checkbox"/>	Remote <input checked="" type="checkbox"/>

JOB SUMMARY

In a collaborative leadership role, the Director of Finance oversees all financial matters of the organization and supervises the financial assistant staff. This position requires a high degree of independent decision-making and accountability. The Director of Finance ensures the organization, and its staff follow agency financial policies, funding requirements pertaining to fiscal accountability, and generally accepted accounting principles. NMCSAP receives federal, state and private grants, and serves as a subcontracting agency. Works collaboratively as a member of NMCSAP’s management team and in support of the full staff.

DUTIES AND RESPONSIBILITIES *This is not exhaustive and may be supplemented as necessary*

- **Budgeting:** Work with the Executive Director and Director of Operations to prepare the annual budget, oversee the budgets of individual grants, prepare budget revisions when needed, generate year-to-date budget comparisons, and forecast utilization of budgeted funds.
- **Receivables:** maintain QB fund accounting of appropriate expenses for each grant to invoice, ensure supporting documentation is available, and prepare reimbursement requests to funders including QB reports to support the reimbursement request, enter receivables and income in QB, track and enter payments, coordinate with payer on any payment issues.
- **Payables:** day-to-day entry and processing of payables including proper QB expense and fund account coding, payment of checks and direct deposits for operating expenses as well as sub-grantee payments.
- **Payroll:** maintain timesheets that reflect grant allocations, run payroll in QuickBooks, pay Federal and state payroll taxes and retirement withholdings.
- Prepare reconciliations of all agency bank and credit cards accounts
- Prepare grant specific budgets and financial reports when needed for grant proposals and grant reporting.
- Manage Journal Entries for items including depreciation, accrued compensated absence, prepaid expenses and year end adjusting entries as recommended by auditor.
- Prepare year end entries, W-2’s, and 1099’s.
- Ensure timely filing of quarterly 941, state workers’ comp and state unemployment filings.
- Assist Executive Director in preparation of financial files for audit. Coordinates activity with auditors. Ensure state and Federal annual corporate filings are uploaded.
- Prepare monthly financial reports for presentation to the Executive Director and the Board.
- Respond to all inquiries from funders. Participate in federal financial webinars, conferences, and audits as required.
- Assist Human Resources personnel in management of Personnel Policies, insurance benefits and retirement account administration.
- In partnership with the Executive Director, maintain appropriate Fiscal Policies.
- Attend Board and Committee meetings as requested by the Executive Director.
- Assist Executive Director as needed in other financial tasks.

- Ensure internal controls and appropriate authorizations/signatures are in place for all accounting tasks and that fund accounting and approved cost allocations methods are used among grants.

MINIMUM EDUCATION AND QUALIFICATION REQUIREMENTS

- Bachelor's degree in accounting or related field. CPA preferred or a minimum of five years of direct experience in non-profit bookkeeping and/or accounting.
- A minimum of 5 years of experience in fiscal management and administrative leadership within a nonprofit organization.
- High degree of knowledge and proficiency with QuickBooks Enterprise desktop
- Strong knowledge of generally accepted accounting principles and best practices
- Must be able to represent agency's mission and social justice values when performing work related activities
- Strong interpersonal skills and the ability to work collaboratively across diverse teams.
- Conduct relationships in such a way as to promote mutual respect, public respect, and assurance of financial credibility
- This position is subject to Criminal Background Check (post-offer)
- Familiarity with Federal Funding and Regulations (OMB Circulars, etc.)

SALARY/BENEFITS

- Salary commensurate with education and experience. (Range: \$75,000 - \$90,000)
- Full-Time (30 – 40 hours per week)
- Health Insurance - 100% paid by employer (+ employee payments for higher level of insurance)
- Flexible work hours and location. This position offers a flexible remote work environment; however, the candidate must be located within a reasonable distance from our office to attend on-site meetings, collaborate with the team, or participate in special events as needed.
- Some travel required throughout NM. Regular participation in federal OMB Circular and OVW Financial Trainings. One national conference/meeting is required annually.

NMCSAP is an Equal Opportunity Employer. To apply send resume, letter of interest and three professional references to Theresaa@nmcsap.org. No phone calls, please. Questions about the position, start dates, etc. will be accepted at this address.

"Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. NMCSAP is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We are an equal opportunity employer, and we strongly encourage people of color to apply for open positions".