

## **Finance Director - UCP of Northwest Missouri**

### **Salary**

From \$60,000 a year

### **Job Type**

Full-time

### **Qualifications**

- Accounting: 5 years (Preferred)

Position: Finance Director

Reports to: Executive Director

Minimum Requirements: Graduate of an approved college with a degree in accounting or business with five years of pertinent experience. Experience with computerized accounting systems.

Job Purpose: Under the general supervision of the Executive Director this position is responsible for budget preparation, general accounting, financial records, and risk management of the agency.

Required Knowledge, Skills, and Abilities:

1. Ability to use computerized accounting systems
2. Ability to analyze raw data
3. Organizational skills and the ability to work without supervision
4. Budgeting skills
5. Positive, effective verbal and written communication skills
6. Proficiency in Excel and other Microsoft Office applications

Principal Accountabilities:

1. Establish and maintain activities necessary for the documentation and tracking of information required by Executive Director and agency's financial stakeholders
2. Work with Executive Director to prepare annual budget for the agency and recommend revisions as necessary
3. Manage and control program expenditures within approved budget
4. Complete reports as requested by Executive Director within agreed upon timelines and formats

5. Attend staff meetings, in-service training, and workshops as directed

Program Management:

1. Planning, selection and administration of Employee Benefit programs
2. Maintain compliance with regulatory requirements of various funding sources (federal, state and local)
3. Develop and maintain a system of internal controls to protect the assets of the organization
4. Supervise preparation of monthly financial reports and attend monthly board meeting to present the financial reports
5. Prepare annual budget with input from program directors for presentation to the Executive Director and finance committee
6. Work with the consulting professional on the annual agency audit and 990 informational return
7. Prepare bank reconciliation, cash flow statements, and cash projections
8. Monitor daily cash flow requirements
9. Prepare payroll and related tax reports and returns
10. Prepare other required financial reports and budgets as needed
11. Assist the Executive Director in organization and execution of fund-raising projects such as grant writing, special events, membership drive, etc.
12. Prepare and code Accounts Payable
13. Prepare Cost Analyses as necessary
14. Review Risk Management Plan and Assessment annually and update status
15. Audit billing for corporate compliance
16. Review contracts with outside consultants, vendors, etc. as requested
17. Record Board minutes at each meeting
18. Complete additional assignments as assigned
19. Adhere to agency policy and procedure and its code of ethical conduct

Job Type: Full-time

Pay: From \$60,000.00 per year

Benefits:

- 401(k) matching
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance

Physical Setting:

- Office

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Saint Joseph, MO 64506: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Accounting: 5 years (Preferred)

Work Location: One location