

EARLY LEARNING COALITION OF DUVAL

Job Description

Position Title:	DIRECTOR OF FINANCE
Classification:	Exempt
Dept./Program:	Administration/Finance
Reports to:	Chief Operating Officer
Last updated:	October 2018

GENERAL DESCRIPTION:

Reporting to the Chief Operating Officer, the Director of Finance will be responsible for the management of the finance department. S/he will work closely with the Chief Operating Officer in maintaining the Coalition's financial controls. S/he will be responsible for budgeting, forecasting, account reconciliation, and financial audits. The Director of Finance will oversee all accounting transactions as well as the vendor contracts and procurements. S/he will be responsible for maintaining compliance with the policies and procedures of the Coalition, Federal and State laws as well as Generally Accepted Accounting Principles.

ESSENTIAL JOB FUNCTIONS:

1. Creation of Annual Budget
2. Monthly Childcare Utilization
3. Oversight of contracts and procurement documentation
4. Oversight of payments to vendors and childcare providers
5. Reviewing and posting AP & PO batches
6. Monthly account reconciliations and adjusting entries
7. Bank reconciliation
8. Working with auditors on financial audits
9. Reviewing Bud vs. Actual reports
10. Manage and provide ongoing training to finance team
11. Other Duties as Assigned

ORGANIZATIONAL RELATIONSHIP:

This position reports to the Chief Operating Officer and directly manages four positions.

KNOWLEDGE AND SKILLS:

1. Ability to communicate effectively with various people
2. Knowledge of accounting practices
3. Knowledge of contracts and procurement
4. Knowledge of Federal circular and State of Florida rules
5. Proficient in Microsoft Office
6. Knowledge with accounting software

EDUCATION AND EXPERIENCE:

1. A Bachelor's Degree in Finance, Accounting or related field
2. At least 3 years' financial management experience

LICENSES AND CERTIFICATIONS:

Valid Drivers License

ENVIRONMENTAL CONDITIONS:

1. Works in an office setting.
2. May be required to lift and/or move up to 30 pounds.
3. Some travel for training and visibility events.
4. Some nights and weekends for trainings and special events.

Employee Acknowledgement:

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the ELC.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.