



## TESSA JOB DESCRIPTION

**JOB TITLE:** Finance Director  
**REPORT TO:** Executive Director  
**TIME REQUIREMENT:** 40 hours a week

### SYNOPSIS:

The person in this position has responsibility for all financial, accounting, audit and insurance matters, and is an integral member of the Executive Director's Management Team. This role is a senior leadership position in the organization. As such, it requires the ability to work strategically and operationally. It requires excellent judgment, planning, interpersonal, and management skills. It requires complete commitment to and understanding of the organization's mission, vision, and operating philosophy. It requires close working relationships with the Executive Director, the Board of Directors, colleagues, direct reports, and volunteers.

### RESPONSIBILITIES:

#### ACCOUNTING

- Coordinates annual financial audit by external CPA firm
- Responsible for compliance with all regulatory requirements for financial reporting from various government agencies and funders
- Prepares and monitors the annual budget in consultation with the Executive Director
- Develops and maintains computerized accounting systems to ensure accurate detail sufficient for various monthly and annual financial reports
- Develops and maintains internal financial controls and updated accounting policies and procedures
- Completes biweekly payroll and completes all required payroll reports
- Administers insurance contracts for general liability, property insurance, D&O coverage, and worker's compensation
- Coordinates the statistical analysis for client service programs, including data collection, compilation and grant reporting. Evaluate statistical results and prepare management reports as required. Required ongoing CAFE maintenance.
- Maintains detailed records of assigned grants: separate accounting records of expenses, cash transfers, budgetary categories and financial reporting to regulatory agencies.
- Special projects may include developing automated processes for the tracking of grant reporting, client statistics, payroll and other data compilation.
- Advise the Executive Director of financial issues or concerns.
- Participate in the Finance Committee and Board of Directors monthly meetings.
- Prepare reports as requested by the Executive Director, including weekly cash flow reports.



## **OPERATIONS**

- Ensure contracting janitorial, printing and other vendor services
- Responsible for phone system – service, set up and maintenance
- Responsible for service and maintenance of office equipment
  
- Responsible for main office building maintenance and main POC with Myron Stratton Home maintenance
- Coordinate, when necessary, Safe house building maintenance
- Ensure coordination of office supply inventory and group purchasing vendor relationship
- Assign and track all building keys and access cards issued and returned
- Schedule fire code inspection and ensure compliance with safety policies and procedures.
- Ensure smooth and efficient operation of the front desk
- Ensure highest quality of customer service and trauma-informed advocacy for
- Ensure that front desk welcomes and assists in onboarding volunteers and new staff

## **HUMAN RESOURCES**

- Coordinates renewals of employee health, dental, and life insurance plans
- Administers the employee Section 125 and 403(b) plans
- Ensure that onboarding process, including New Hire Checklist, is provided in an effective, timely manner for all new staff.
- Ensure completion of the Exit Checklist for departing staff.
- Consult with Executive Director as needed regarding involuntary dismissals.

## **SUPERVISION AND LEADERSHIP**

- Directly supervises accounting, billing and operations/facilities staff.
- Set an example and be a role model for others.
- Take responsibility for action of self and team.
- Use critical thinking to analyze and build solutions for problem areas while assessing global implications.
- Create and maintain a team environment where employees/volunteers can speak openly, share ideas, and challenge each other.
- Identify new ways to provide services and seek ways to improve policies and procedures.
- Identify and develop employee/volunteer potential to its fullest.
- Set challenging yet attainable performance objectives.
- Be mission oriented in perspective and performance.
- All other duties as assigned by the Executive Director.

## **CULTURAL INCLUSIVITY**

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves.



*Safe place. Safe families. Safe future.*

- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Apply the principles of multiculturalism and diversity in training and staff development.
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.
- Use organizational change processes to support culturally informed organizational policies & procedures.

#### **QUALIFICATIONS AND REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

- B.S. in Accounting; CPA preferred.
- Four years of relevant work experience, preferably in non-profit organizations
- Excellent computer and spreadsheet skills
- Detail oriented and highly accurate
- Excellent organizational, communication, problem solving and interpersonal skills
- Able to meet strict time deadlines
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self-care.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.
- Ability to lift 50lbs, intermittently.
- Ability to empathize, encourage and guide.
- Available to work evenings or weekends when necessary and on call.
- Ten key by touch
- Must be willing to complete background checks
- Valid driver's license and car insurance

**TESSA is an equal opportunity employer.**

**Please send resumes to [sboyles@tessacs.org](mailto:sboyles@tessacs.org).**

**No phone calls please.**

**Review of resumes will begin November 12, 2018.**