



JOB DESCRIPTION

TITLE: Finance Director

ORGANIZATION: Whatcom Council on Aging (WCOA)

REPORTS TO: Executive Director (ED)

AREA OF ASSIGNMENT: WCOA Offices, Bellingham Senior Activity Center, 315 Halleck Street

STATUS: Full Time, Exempt

SALARY/WAGE RANGE: \$60,000 - \$70,000 (DOE / DOQ)

THE ORGANIZATION:

The Whatcom Council on Aging, in partnership with the people we serve, offers nutritional, health, social, recreational, and educational programs that promote lifelong independence for seniors. We operate the Bellingham Senior Activity Center, which offers a variety of classes and activities to people age 50 and beyond to stimulate mind and body. Our Meals on Wheels and More programs support the health and independence of the older adult populations of Whatcom and San Juan Counties by providing nutritious food, social connection, and nutrition education. Bellingham At Home is a membership program with use of volunteers to provide transportation and chores to help older adults remain living in their homes within the community. The WCOA owns two Section 202 HUD facilities for seniors and disabled adults.

SUMMARY OF POSITION:

The Finance Director will be a strategic partner, and report to the Executive Director. This position works with a part-time Accounting Clerk to perform all accounting and bookkeeping functions in accordance with Generally Accepted Accounting Principles, funding requirements and regulatory requirements. The successful candidate will be a hands-on, participative manager and will lead and support our team in the areas of finance, budgeting, business operations and IT.

The Finance Director will play a critical role in collaborating with the senior leadership team in strategic decision-making and operations as the Whatcom Council on Aging continues to enhance its quality programming and build capacity. We seek a technology savvy leader with strong Microsoft Excel skill, and knowledge of accounting and reporting software to maximize our current tools or select and oversee new financial software installation. This is a tremendous opportunity for a finance leader to strengthen and maximize the internal capacity of our organization.

DUTIES AND RESPONSIBILITIES:

Financial Management

- Prepare, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial, project, program and grants accounting.
- Lead the annual audit process, serving as a liaison with external auditors and the Finance Committee.
- Work with the ED and program directors to prepare the annual operating budget for recommendation to the Board of Directors; designing templates, guidelines, trainings and timelines.
- Monitor budget; prepare forecasts, cost projections and supplemental budget requests; analyze and report on variances, calculate impacts of changes in programs or services and make appropriate budget adjustments.

- Implement financial management and reporting systems; adhere to contract billing and collection schedule and ensure financial data and cash flow are steady and support operational requirements.
- Effectively communicate and present the critical financial matters to the Board of Directors.

Accounting and Bookkeeping

- Supervise and work with the Accounting Clerk to manage all functions of accounting and business operations, ensuring best practices and maximum efficiency are obtained.
- Perform month-end closing journal entries.
- Prepare monthly financial statements.
- Reconcile bank and balance sheet accounts.
- Perform accounts payable, accounts receivable and payroll functions, including tax returns.
- Maintain all accounting records in a safe, secure manner.
- Coordinate with program managers to ensure revenues are posted correctly and deposits made in a timely manner.
- Monitor and report on investment activity, performance, fees and allocations.

Technology, Administration and Human Resource Support

- Maintain liaison with hardware and software companies to assure proper maintenance of IT systems.
- Manage technology planning and plan implementation with ED.
- Assist in the agency's annual applications for Liability, Directors & Officers, Travelers and Employee Health insurance policies.
- Serve as benefits manager and comply with all required postings.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Education & Experience

- Bachelor's degree in accounting, financial management, or related field.
- CPA certification or Master's degree in accounting, financial management, or related field preferred.
- Five or more years of broad financial management experience.
- Supervision experience required.
- Non-profit accounting experience preferred.

Knowledge, Skills & Abilities

- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.
- Ability to translate financial concepts to, and effectively collaborate with programmatic colleagues who do not necessarily have finance backgrounds.
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, dedication and the ability to maintain confidentiality.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may be asked to perform other duties as needed.

It is the policy of the Whatcom Council on Aging to not discriminate in services and employment. The WCOA complies with Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.