

Job Title	Finance Director	Effective Date	January 2023
Supervisor	Executive Director	Entry Level Salary	
Employment Status	Exempt	Bona fide salaried employees who are not covered by the FLSA's overtime pay provisions, and therefore are not compensated for hours worked beyond regular working hours.	

Purpose

Provide leadership and direction for the sound financial management of a multi-funded, non-profit, 501c3 agency ensuring compliance with federal, state and local funding regulations and requirements to ensure the delivery of high-quality services to children and families; implement systems for budget planning and monitoring, communication, ongoing assessment/evaluation, and professional development and growth of team members; ensure continuous quality improvement; and supervise specialists.

Responsibilities

Leadership

- Implement the Program vision, mission, goals, objectives, policies, and procedures in a shared governance model.
- Develop financial plan and implement to reflect Program vision, mission, goals, and objectives.
- Direct fiscal operations in a manner consistent with the requirements of contractual agreements, laws, regulations and funding documents.
- Actively participate on the Leadership Team to plan, problem-solve, and work collaboratively and ensure the delivery of high quality, comprehensive services to children and families to achieve school readiness goals with parent/family, and community engagement.
- Articulate financial needs to the Leadership Team.
- Contribute to development of positive organizational culture, i.e., “inspire others to see hope put into action through positive messaging.”
- Communicate the Program’s mission, vision and goals within the Program and in the community.
- Engage people in in the mission, vision, and goals of the Program.
- Develop, maintain, and improve relationships with team members.
- Serve as an advocate for Child Development Inc. and promote good public relations and community partnerships by serving on boards, committees and participating in community activities.
- Share information with Policy Council and the Board which promotes informed, shared decision-making to ensure organization, training and effective operation in accordance with Head Start Performance Standards.
- Serve as the chairperson of the Finance Committee.

Program Management

- Regulatory compliance
 - Interpret all federal and state governmental statutes, regulations, transmittal notices, and memorandums pertaining to administrative, program, and financial operations.
 - Know and ensure compliance with state and federal regulations.
 - Develop or revise fiscal policies and procedures and inform appropriate team members of changes to ensure compliance.
 - Develop or revise policies and procedures related to facility maintenance/repair and special projects and inform appropriate team members of changes to ensure compliance.
 - Ensure compliance with Child and Adult Care Food Program contract, reimbursements, and attend required trainings.
 - Monitor, review, analyze reports, and report on activities.
- Planning process
 - Work with the Executive Director, Managers, Team Leaders, and the Finance Committee (Board of Directors and Policy Council) in the development, reporting, revision, and compliance of Head Start federal and state budgets within the appropriate time frames.
 - Gather feedback and data, assess and evaluate, facilitate discussions, and lead budget planning and preparation of annual applications and budgets for funding received from: the Department of Health and Human Services for the Head Start Program; the Pennsylvania Department of Education for the Head Start Supplemental Assistance

Program and the PA PreK Counts Program; Early Learning Resource Center Region 13; Child Development, Inc.'s private child care services; the Child and Adult Care Food Program; Education Improvement Tax Credit; Schuylkill United Way; Schuylkill County Drug and Alcohol Prevention Program and other funding opportunities.

- Develop and update, at least annually, a Fiscal Plan with procedures and forms.
- Review and revise plan for technology upgrades – hardware and software.
- Review and revise plan for ongoing maintenance/repairs and special projects.
- Ensure all appropriate liability, accident and worker's compensation insurance coverage.
- Ensure timely preparation and execution of lease agreements.
- Administer Program Pension Plan.
- Oversee and monitor facility maintenance/repairs and special projects.
- Prepare and post payroll entries as needed.
- Perform bi-weekly payroll processing in the absence of the HR Manager.
- Oversee Health Insurance Benefits and maintain appropriate deductions in the payroll system.

Program Administration (monitoring, reviewing and reporting)

- Analyze and monitor budgets, including monthly financial statements for operation fluctuations from current and prior year – challenge results and expectations.
- Complete financial reports following timelines, as required, by state and federal guidelines for each funding source.
- Prepare monthly required Financial Reports for Policy Council, Board of Directors, and the Leadership Team.
- Oversee and monitor an automated clerical accounting unit engaged in reviewing, posting, and processing a variety of financial, payroll and audit documents.
- Monitor bookkeeping procedures, authorize disbursement of funds, and maintain adequate internal controls.
- Maintain past and current financial records.
- Maintain a cost allocation plan to properly allocate expenses to funding sources and revise as needed.
- Initiate, secure, and monitor time study forms for allocated team members (November and February).
- Maintain expenditures and budgeting control accounts and reports relating to account and fiscal status.
- Monitor the maintenance of automated payroll including posting changes, auditing for completeness, accuracy of information and compliance with rules and regulations.
- Check and verify invoices and prepare for payment.
- Post accounting data to general ledger accounts from accounting records and documents, and the preparation of trial balances and financial reports.
- Prepare bank deposits as needed.
- Prepare ELRC Administrative Budget Reports and Revision Forms for submission as needed.
- CACFP - verify meal counts and submit claim according to timelines.
- Monitor and evaluate maintenance/repairs and special projects.
- Monitor competitive bidding process for services, supplies, equipment, special projects renovations, playgrounds, vehicles, etc. and negotiations of professional service agreements with consultants for provision of services.
- Monitor and evaluate upgrades to technology – hardware and software.
- Maintain an automated annual fixed asset inventory.
- Monitor child care fee collection system, outstanding fee balances, and timely parent notification.
- Monitor, ensure timeliness, and make final approval of requisition and expenditures.
- Participate in the completion of the annual Program Self-Assessment as a Team Leader.
- Participate on committees and special projects; actively seek additional opportunities to improve the program's financial management and financial resources.
- Serve as the primary liaison to the Program's external independent auditors in the completion of the annual organization-wide audit, including coordinating requested schedules and analysis.
- Analyze forms, correspondence, audit and investigation reports and other fiscal records to determine completeness, accuracy of information and compliance with rules and regulations.
- Prepare for OHS On-Site Monitoring Reviews (federal), PA PreK Counts monitoring visits, center relicensing visits (state), Keystone STARS Designation visits; prepare for and coordinate CACFP Reviews.
- Attend Policy Council and Board of Directors Meetings to provide annual training or as needed/requested.
- Submit a weekly activity report and time studies.

Human Resource Management

- Supervise Fiscal, Fiscal/Admin, and Facilities Specialists.
 - Communicate expectations, provide on-going feedback, and evaluate performance.
 - Schedule/conduct team meetings.
 - Approve/record PTO requests and approve weekly time records.
 - Ensure annual review of personnel files.

- Update job descriptions.
- Conduct performance assessments
- Manage office, center, team member, and parent conflicts with respect, openness and fairness and follow-up as needed.
- Utilize the Policy Manual and appropriate procedures to guide decisions and direct team members.
- Assign, develop, train, supervise, and evaluate the performance of Specialists.
- Ensure team members participate in required and optional job-related training with appropriate follow-up and implementation.
- Provide guidance and support to team members to improve individual performance, team and program outcomes and results.
- Provide new team members with orientation.
- Provide training and guidance related to facility maintenance/repairs and CACFP requirements.
- Work cooperatively with Directors, Managers, Team Leaders, Specialists, and team members and report problems/concerns to the Executive Director as needed.
- Perform other duties as assigned/approved by Executive Director.

Qualifications

Education and Experience

- Hired after November 7, 2016
- CPA or baccalaureate in accounting, business, fiscal management, or a related field with related experience

Skills

- Commitment to implement and promote the Program vision, mission, goals, objectives, policies, and procedures for a comprehensive, developmentally appropriate program for young children and their families.
- Possess excellent interpersonal and communication (oral and written) skills.
- Possess a strong desire to learn; be self-motivated; take initiative, and work independently.
- Ability to develop a positive organizational culture that inspires others to see hope put into action through positive messaging.
- Ability to model consistently the PBIS expectations to: be safe; be respectful; and be a team player.
- Ability to inspire a commitment to excellence.
- Ability to establish and maintain effective working relationships with children and families, team members, and professional colleagues with a good understanding of individual and group behavior.
- Ability to develop team members and build a collaborative atmosphere.
- Ability to plan, assign, and supervise the work of designated personnel.
- Ability to facilitate planning within a collaborative framework.
- Ability to demonstrate commitment to professional development.
- Ability to provide team members with guidance and resources needed to accomplish work and actively support team members to identify and problem-solve issues to achieve positive outcomes.
- Ability to build relationships to strengthen community partnerships.
- Ability to develop programs and policies based on new requirements and performance standards and apply to a variety of situations using pragmatic and common-sense approach.
- Knowledge of generally accepted accounting principles and procedures.
- Ability to apply and adapt established accounting methods to a variety of accounting transactions and situations.
- Ability to collect and analyze meaningful data; including: assemble, analyze and prepare reports and statements of financial data and analyze and interpret accounting records.
- Ability to accept and exercise authority appropriately, problem-solve, and make rational decisions.
- Ability to promote accountability for completion of goals and objectives.
- Ability to resolve conflict in a calm manner using tact and diplomacy.
- Ability to integrate research-based practices into work.
- Ability to evaluate and share data to work collaboratively on ideas, make decisions, and improve the quality of the program and team member performance.
- Ability to recognize and respect confidentiality.
- Ability to ensure completion and compliance of regulations, procedures and provide related training.
- Ability to meet deadlines and perform effectively under pressure with excellent organizational skills and strong attention to detail and accuracy.
- Ability to manage multi-tasks simultaneously, work to deadlines, and adapt to changing conditions.
- Ability to proficiently use word processing, spreadsheet, search engines, and specialized software for communication, record keeping, reporting, and monitoring – Microsoft Office, Power point, Excel, and web-based software.

Requirements

- Must receive a negative pre-employment drug-screening test.
- Must be fully vaccinated for COVID-19 or obtain an approved medical or religious exemption.
- Must receive an initial health appraisal and Mantoux TB Test and a health appraisal every two years once employed.
- Must receive certifications or clearances for the following: Child Abuse, Criminal History, FBI Fingerprint, National Disqualified List, and National Sex Offender Registry.
- Commitment to implement Program vision, mission, goals, objectives, policies, and procedures.
- Be punctual and reliable in attendance.
- Be professional, productive, and follow Standards of Conduct, Conflict of Interest, and Confidentiality Policies.
- Work evenings and flexible hours when necessary.
- Must have a valid PA driver's license.
- Travel as required.
- Ability to access office, centers, and classrooms.
- Physical ability to perform manual work.
- Participate in Program Committees/Teams, meetings, etc.
- Actively participate in collaborative and networking activities at the local, state and/or national level.
- Participate in professional associations relevant to role to the Finance Director's role and responsibilities.
- Participate in job related training to enhance competence and job performance including required training: Child Abuse/Neglect, Fire Safety, and Emergency Prep.
- Conduct and participate in annual performance assessments.

PHYSICAL ACTIVITY JOB REQUIREMENTS

Job Title	Finance Director			Effective Date	January 2023
PHYSICAL ACTIVITY	FREQUENCY OF ACTIVITY				
	Not At All Not Performed	Occasionally Up to 33% of Time 1-2.5 hours	Frequently 34% - 66% of Time 3- 4.5 hours	Continuously 67% -100% of Time 5-7 hours	
Sitting			X		
Standing		X			
Walking		X			
Bending Over		X			
Twisting	X				
Climbing	X				
Reach Above Shoulder		X			
Crouching/Stooping	X				
Kneeling		X			
Balancing	X				
Pushing or Pulling		X			
Repetitive Use of Hands				X	
Fine Finger Dexterity				X	
Grasping - Simple/Light				X	
Grasping - Firm/Strong			X		
Lifting or Carrying:					
• up to 10 lbs		X			
• 11-20 lbs		X			
• 21-50 lbs		X			
• 50 or more lbs	X				
Use of Head and Neck				X	
Frequency of Interpersonal Relationships Necessary to Perform Job				X	
Frequency of Stressful Situations Necessary to Perform Job		X			

I have read this job description with the addendum for physical requirements and am able to perform the duties as stated.

Employee Signature

Date

HR Manager and Supervisor Signatures

Date