



Job Title: Director of Finance
Reports To: Executive Director
FLSA Status: Full-time, Exempt

SUMMARY

The Director of Finance is responsible for the overall management of financial records and reports, payroll, accounts payable and receivable, bank accounts, and grant and contract billing, reporting and accounting for YWCA Kitsap County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Internal bookkeeping, including accounts payable and receivable, payroll, and bank deposits
- Prepare and maintain fiscal records, including documents related to bank accounts, annual audits, grant applications and reports, and federal/state/county/city registrations.
- Prepare monthly financial materials and reports for presentation to the Internal Affairs Committee and the Board of Directors.
- Monitor organizational and grant budgets, prepare billings, and oversee grant reporting and compliance.
- Ensure the organization is in compliance with all audits, accounting and reporting requirements as set by regulatory funding agencies.
- Inform the Executive Director of financial irregularities, non-compliance, non-adherence and other financial concerns related to the organization.
- Evaluate and make policy and procedure recommendations to the Executive Director and Finance Committee regarding GAAP (Generally Acceptable Accounting Principles) to ensure appropriate internal controls.
- Prepare and assist in the preparation of the annual budget, grant budgets, program budgets, financial plans and other financial or business documents for the Executive Director, Board of Directors, Internal Affairs Committee, and funders as necessary.
- Assist external auditor in preparing required annual financial audit for purposes of monitoring the organization's financial performance and internal controls.
- Manage donor database and donor acknowledgements.
- Provide fiscal and contract management for special events, including third party events.
- Maintains highest level of confidentiality and protection of employee and company related data and information.
- Is a member of the YWCA Management Team and attends and participates in weekly team meetings. Actively participates in strategic decision making, budget planning and management and long-term sustainability efforts

This is a general description of the responsibilities of the Director of Finance position; other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency with computer programs, including MS Office, QuickBooks and Salesforce

- Experience with cost accounting, grants management and reporting
- Familiarity with GAAP (Generally Accepted Accounting Principles)
- Ability to adapt and manage varied situations
- Ability to build and maintain relationships with staff, clients, vendors and community partners
- Strong communication skills with the ability to listen actively and respond to employees, vendors and community partners in a timely, competent manner both verbally and non-verbally
- Commitment to YWCA vision, mission and values

REQUIRED EDUCATION AND/OR EXPERIENCE

Bachelor's degree in accounting or related field from an accredited four-year college or university or four years related experience or equivalent combination of education and experience.

OTHER QUALIFICATIONS

- Vehicle, or ability to transport self, within 100 miles
- Washington State Driver's License
- Driver's Insurance, per Washington State Law
- Acceptable State Patrol Criminal History Record

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

YWCA Kitsap County is an Equal Opportunity Employer