

Job Title: Director of Finance

Reports to: President



United Way
of Alamance County

Purpose:

The role of the Director of Finance is to provide senior leadership to the organization in Financial Stewardship, Legal Compliance, Contract Management, Risk Management and Donor Privacy Management.

Key Functions:

- Responsible for all aspects of organization's finances, campaign reporting, payroll, employee benefits costing and annual audit in accordance with internal control policies
- Prepare and submit campaign and/or financial reports to President weekly and Finance Committee monthly (or as requested)
- Prepare annual budget for approval by the Finance Committee and Board of Directors and monitor for variances throughout the year
- Manage organization's cash, liquidity, risk management and banking relations
- Recommend policies and procedures that increase efficiencies and provide appropriate and cost-effective internal control
- Assist with grant application process (along with Director of Community Change) This includes budgets, monitoring receipt of grant funds and any required reporting of how funds were spent
- Organize and conduct tri-annual staff time study for expense allocations (Form 990)
- Facilitate organization's annual audit by providing required support and reports to assist auditor in completion of annual audit
- Coordinate with Audit Committee to finalize annual audit for Board of Directors approval
- Effective negotiation, purchase and administration of all leases and contracts
- Manage and oversee donor database platform and perform ongoing review for new modules to improve efficiency for UW
- Oversee all pledge processing functions including annual campaign payments and pledges
- Ensure cost savings and appropriate insurance coverage for facilities and any equipment requiring coverage
- Manage payroll and benefits administration and analyze cost and competitiveness of the benefits package
- Responsible for the preparation and submission of Database 2 report to United Way Worldwide
- Ensure compliance with United Way Worldwide's standards that relate to financial/operational practices
- Keep certifications such as Guide Star, Charity Navigator and others up to date

Required Qualifications/Skills:

- BS in Accounting or equivalent and at least 5 years' experience in non-profit accounting and financial management.
- Knowledge of nonprofit accounting, GAAP, GAAS and grants/contract accounting required.
- Proficiency in Quickbooks Online.

United Way Professional Core Competencies for all United Way Staff

Competencies for working toward a world of economic and social opportunity for all.

- **Mission Focused:** The United Way's top priority is to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** The United Way understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** The United Way understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** The United Way is dedicated to shared and measurable goals for the common good: creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand-Steward:** The United Way is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Key Skills:

- Commitment to excellence and to the mission of United Way of Alamance County
- Internally motivated to recognize and act on opportunities to further the mission of UWAC
- Ability to appropriately present information and data in written, electronic, and oral forms to diverse target markets with regard to attention to detail
- Ability to maintain confidential and sensitive information
- Ability to adapt to a changing work environment and to operate effectively with diverse groups and organizations

- Ability to operate with a high level of autonomy and decision-making responsibility
- Must be a self-starter and team player, with a positive outlook and the ability to manage ambiguity and change, proficient in identifying solutions and opportunities
- Excels in providing customer service; demonstrates courteous, discrete and professional demeanor with all customers/stakeholders and fellow staff
- Able to work collaboratively in a team with solution oriented mindset
- Maintains confidentiality of all customers/stakeholders at all times
- Builds relationships; thinks and acts strategically
- Can conduct multiple projects with minimal supervision
- Exhibits decisiveness – takes initiative in identifying problems and solutions
- Demonstrates good judgment under pressure
- Manages quickly changing priorities and resulting work flow
- Able to follow through and deliver tasks and projects on time
- Communicates effectively
- Attention to detail and superior accuracy in work delivered
- Proficiency in Google platform