

Position Description

Position: Director of Finance & Administration
Reports to: President & CEO
Revision Date: March 2022
Salary: \$80,000 to \$110,000



Position Description

The Edsel & Eleanor Ford House is seeking an experienced director to join our team. The Director of Finance and Administration is responsible for the oversight of the financial and administrative systems, including finance, accounting, contracts, IT/Technology, and administration. The position is a member of the leadership team reporting to the President/CEO and will be involved in a range of strategic planning and internal initiatives.

Responsibilities

Finance:

- Manage all day-to-day accounting functions of Ford House, including ensuring quality control over financial transactions and financial reporting;
- Maintain, design, and improve fiscal policies and procedures;
- Design and implement systems to maintain adequate internal controls while still providing timely information;
- Direct and manage the Finance staff (and serve as individual contributor as needed) to accurate and timely month-end and year-end closes;
- Own compliance functions including annual financial audit, 990 tax preparation, and grant reporting;
- Lead the annual budget process and monitors spending in accordance with budget;
- Prepare monthly financial statements and budget to actual reports for management team and quarterly for Board of Directors;
- Build financial management competency among staff and management team;
- Support annual benefit review/selection and open enrollment process
- Oversee bi-weekly payroll process;
- Coordinates with the insurance broker to manage organizational risk and reduce liability through appropriate insurance policies;
- Other projects/duties as assigned for the overall benefit of the organization.

Administration:

- Supervises the Office Manager and the general administration of the organization
- Oversee the relationship with the outsourced IT vendor to ensure technology is working to meet the needs of the organization, including hardware, software, phones, copers, etc.

Qualifications/Education

- Bachelor's Degree in Accounting required. Master's/MBA/CPA/CMA preferred.
- Minimum 10 years of experience, preferably in non-profit industry, in the areas of budgeting, financial reporting, and administration, with progressively increasing responsibility;
- Minimum of 3 years supervising staff
- Excellent computer skills; proficiency with Quickbooks and spreadsheets required.
- Ability to think strategically while also managing the day-to-day details required.
- Experience on a leadership team preferred.
- Excellent interpersonal skills and a collaborative management style

Other Job Requirements

- Successful completion of background check.