

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT 59101**

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Director of Financial Operations

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 North 31st Street

RATE: \$28.00 - \$40.00, DOE

HOURS: Exempt

DUTIES: See Job Description

OPENING DATE: Immediately

CLOSING DATE: Open until filled

WORK SCHEDULE: To Be Established By CEO

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application, Current Resume and Cover Letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

POSITION DESCRIPTION
HUMAN RESOURCES DEVELOPMENT COUNCIL

POSITION IDENTIFICATION

Functional Title: Director of Financial Operations
Department: Finance
Supervisor: CEO
Subordinates: Finance Staff
Status: Exempt; Full-time

POSITION SUMMARY

This position is responsible for the successful day to day financial operations and performing other management duties as assigned. This position oversees the accounting operations and supervises the Controller and other financial related positions that may be assigned.

DIMENSIONS

Personnel: Finance staff

ESSENTIAL JOB FUNCTIONS

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

1. Oversee daily financial and accounting operations through supervision and management assignments. Design, implement and monitor approved financial systems to meet various requirements, policies and regulations (i.e., the Bylaws, GAAP, OMBs, the Personnel Policies & Procedures, and other regulatory, industry or appropriate guidance).
2. Propose, develop, implement and maintain financial policies, procedures, and systems to ensure appropriate stewardship and in accordance with the Agency's function, audit needs, and guidance and requirements.
3. Assist the CEO in the design of Agency functions as requested.
4. Prepare financial reports for the CEO and Board of Trustees. Participates in overall monitoring negotiations for financial and insurance audits.
5. Propose and maintain approved investment programs, which balance safeguarding the asset while bringing the best return on the asset. Sustain and monitor cash flows to insure adequate cash is available for the needs of the Agency.
6. Review, discuss, and prepare, as appropriate, the monthly, quarterly and annual financial reports. Reports include internal budget to actual reports, grant financial reports, tax returns, projections, cash flows, and other special requested financial reports.

DIRECTOR OF FINANCIAL OPERATIONS

Page 2 of 3

7. Assists in the preparation, delegation, and review of audit working papers and files. Participate in the operational details of the financial audit, financial program monitoring, insurance and payroll taxes.
 8. Assists the CEO in the purchasing and bid processes for assigned Agency wide contracts such as liability insurance, annual audit and other accounting related services purchased from independent contractors, as well as certain benefit contracts such as the TSA Plan, Workers Compensation, the Flex Plan, and other contracts as may be assigned.
 9. Supervise the Finance office staff as appropriate to meet the needs of the Finance office and Agency.
 10. Maintain knowledge of regulations and industry guidance such as GAAP, State and Federal laws, grant regulations, related tax regulations, and other regulatory or authoritative guidance through research and continuing education.
 11. Communicate verbally and in writing, as necessary, with CEO, Agency staff, and others as appropriate (i.e. clients, vendors, benefit providers, grantors, auditors, etc.).
 12. Perform other duties determined to be productive and efficient for the continuing improvement of the Agency.
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SUPERVISORY RESPONSIBILITIES: Supervise employees in the Finance Department. Responsible for the overall direction, coordination and evaluation of the daily operations of the department.

Carry out supervisory responsibilities in accordance with the Agency's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in accounting/finance or related field from four-year college or university and four to six years related experience and/or training in a nonprofit environment. A knowledge base in accounting principles, procedures and practices with emphasis on the nonprofit industry is preferred. Reconciliation skills are preferred. Position requires ability to research and interpret guidance, regulations and laws.

CERTIFICATES, LICENSES, REGISTRATIONS:

CPA or other appropriate certification is preferred. Driver's license: If selected, candidates operating a vehicle in the performance of Agency business must have current and continuous liability insurance. Before employment may begin, new hires must provide proof of a satisfactory driving record.

DIRECTOR OF FINANCIAL OPERATIONS

Page 3 of 3

OTHER SKILLS and ABILITIES:

Computer experience and ability to use various software's, 10-key by touch, and various office machinery. Must be familiar with accounting and nonprofit terminology.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 50 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT: The work environment characteristics are typical of that of an office setting.

Position Description Approval:

_____ Date _____
CEO

_____ Date _____
Incumbent