United Way of Yellowstone County
Position Description

Position Title: Finance Director
Reports To: President/CEO
FLSA Status: Exempt

ROLE: As a member of the UWYC Leadership Team, the Finance Director provides support to the mission of the organization by overseeing its financial position, meeting all regulatory requirements and providing human resources support. The Finance Director is responsible for tracking all sources of income including campaign, grants (federal, state & private) and social enterprise activities. The Finance Director ensures that UWYC meets all of its financial obligations in a timely manner.

FINANCIAL DUTIES AND RESPONSIBILITIES:
1. Maintain general ledger and produce accurate and timely financial statements for the UWYC Finance Committee and Board of Directors.
2. Prepare annual budget by communicating with UWYC staff on the expectations of income and expenses in the current year and for the upcoming fiscal year.
3. Reconcile grant income/expenses quarterly or monthly, record any income and invoice all reimbursable grants.
4. Ensure UWYC staff are following all guidelines regarding allowable expenses per grant. Communicate grant fund availability to staff as requested.
5. Maintain the Continuum of Care Diversion Fund, process payments for assistance directly to property owner and utility companies, as well as reimbursements to agencies for bus tickets, cell phones, etc. Bill expenses monthly to the funding source for reimbursement. Report balance availability to the Continuum of Care Coalition as requested.
6. Reconcile income from CARE Academy monthly.
7. Develop and oversee all processes related to CARE Academy enrollment, billing and collection of tuition.
8. Process and disburse all financial payments including but not limited to accounts payable, payroll, agency allocations and agency designations.
9. Prepare fiscal year end financials utilizing generally accepted accounting principles to allocate expenses and income. Record changes in assets and liabilities to reflect the financial position of UWYC.
10. Serve as liaison to and provide support for the UWYC Finance Committee in planning meeting agendas, producing financial reports, identifying members.
11. Provide annual financial data to external independent auditors for the annual audit and Form 990. Support auditors as needed.
12. Stay current on any federal/state financial policies or legislation that affects non-profits.
13. Maintain compliance with financial requirements and regulations for all grants. Develop relationship with stakeholders.
14. Review financial policies regularly and update as needed; including but not limited to internal controls, campaign processing, gift acceptance and use, records retention and destruction.
15. Develop and implement training programs for staff and volunteers as needed to meet accounting needs.
16. Refer regularly to the United Way Worldwide (UWW) resources to learn about new UWW policies and/or best practice recommendations.

COMMUNITY FUNDRAISING CAMPAIGN RESPONSIBILITIES:
1. Oversee the internal campaign processes in accordance with UWW best practices and generally accepted accounting principles.
2. Process campaign deposits, notify campaign staff of new donations and process tax receipt letters/emails for donors.
3. Assist UWYC staff with pulling reports from donation software for analysis and upcoming campaign strategizing.
4. Notify agencies of designated donations annually; collect ACH/anti-terrorism certifications and process designation payments quarterly.
5. Reconcile donation and financial software monthly.
6. Train staff and volunteers to enter donor and agency campaign data accurately.

HUMAN RESOURCES AND PAYROLL RESPONSIBILITIES:
1. Maintain timekeeping system for all employees in order to allocate payroll expenses by grant, program and/or expense classification.
2. Process bi-weekly payroll including applicable payroll taxes.
4. Process all unemployment claims with Employer Advocates. Provide any documentation for claims. Oversee the unemployment reserve account and provide reports to First Non-Profit as requested.
5. Process all workers’ compensation claims. Provide documentation to the insurance provider as needed.
6. Assist President/CEO in the creation/maintenance of employee policies.
7. Serve as employee benefits administrator, managing enrollment/termination of employees in applicable benefits and reporting for health and retirement plans. Assist President/CEO in negotiating annual benefit plans. Assist employees with benefit questions.
8. Maintain all payroll files in accordance with federal and state employment laws.
9. Maintain the office central filing system.
10. Stay current on any federal/state HR and Payroll polices or legislation that affects non-profits.

**EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) RESPONSIBILITIES:**
1. Maintain State Set Aside Committee membership as required by the National Board.
   a. Convene meetings of the State-Set-Aside Committee.
   b. Determine applicable statistics to allocate SSA funds to Montana counties, create report and submit to SSA committee members for approval.
   c. Submit recommendation with backup rationale for allocation to the National EFSP Board.
2. Oversee the EFSP Yellowstone County Allocation of EFSP Funds
   a. Engage and recruit community/agency members to be on the Local EFSP Board as required by the national board.
   b. Once notified of local award, advertise availability of funds and notify agencies of application process.
   c. Compiling applications from local agencies for mass shelter, rent/mortgage, utility and food assistance.
   d. Prepare summary of applications for the Local EFSP Board and convene a meeting to allocate funds. Create Board Plan and submit to the National EFSP Board for approval.
   e. As the fiscal conduit of EFSP funds, UWYC:
      i. Pays out all rent and utility checks to property owners and utility companies directly.
      ii. Pays food distribution companies to the distribution company on behalf of the agency.
      iii. Pays mass shelter agencies based on per diem of number of individuals served once agencies provide documentation.
   f. Maintain all documentation and submit reports to the National EFSP Board as required for the funding.

**CARE ACADEMY RESPONSIBILITIES:**
1. Provide oversight of the enrollment and billing functions via supervision of Accounting Associate who performs the following tasks, as well as provide backup to the Accounting Associate during busy times of the year:
   a. Assist the Director of CARE Academy in creating and distributing CARE Academy Enrollment Applications for the School Year Program and the Summer Program.
   b. Update CARE Parent Handbooks every year.
   c. Process all Applications for all CARE Academy Sites.
   d. Maintain ProCARE System by entering student/parent information.
e. Prepare monthly tuition billing, collections and statements.
f. Notify Director and Site Coordinators of unpaid tuition fees on a timely basis.
g. Process enrollment for the whole day program (as needed).
h. Process monthly automatic ACH and credit card payments.
i. Process all CARE Academy Tuition Assistance Applications and submit to the CEO/President for approval.
j. Communicate with parents, Site Coordinators, Director of CARE Academy, Finance Director and CEO/President as needed.

GENERAL RESPONSIBILITIES:
1. Support and abide by agency policies, procedures and philosophies.
2. Represent UWYC at community meetings and functions.
3. Maintain standards of safe working conditions
4. Participate in related professional development opportunities as related to the duties of the Finance Director.
5. Attain goals and objectives as developed annually by the Finance Director and President/CEO.
6. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Directly supervises the Accounting Associate. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities includes assisting in interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Bachelor’s degree in a business related field and five years of advanced accounting experience. Must be professional, organized, courteous and attentive to detail. Must be able to handle multiple priorities and meet deadlines. Must have a demonstrated ability to learn and manage software applications. Nonprofit experience, as well as federal, state, local government and private grant management knowledge/experience is preferred.

LANGUAGE SKILLS: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write business correspondence, policies and guidelines. Ability to effectively present information and respond to questions from donors, customers, staff members and other stakeholders as needed. Ability to use effective interpersonal communication and motivational skills required to lead staff and volunteers.
**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fraction, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

**HUMAN RESOURCE SKILLS:** Ability to assist with conflict management and uphold UWYC values and ethics. Ability to engage in strategic thinking and planning.

**PHYSICAL DEMANDS:** The physical demands of the position are representative of those an employee encounters while performing the essential functions of this job. The employee can expect to sit or stand in front of a computer for long periods, extensive use of computer keyboard, ten-key and multiline phone. General movement around the office for communicating with others, using the copier and filing. UWYC may make accommodations for those with disabilities to perform the essential functions of the job. The noise level in the work environment is usually moderate.

I, ________________________________, have read and understand this job description and have been provided with a copy.

Employee’s Signature: ________________________________ Date __________

Supervisor’s Signature: ________________________________ Date __________