

COMMUNITY AGAINST VIOLENCE
JOB DESCRIPTION
Rev. 10.24

JOB TITLE: Finance Director

REPORTS TO: Executive Director

HOURS: 40 Hours per week, (flexibility required)

Salary Range: \$67,000-\$87,000/ year + Benefits, Exempt

VACCINATION: At least two COVID vaccinations is a condition of employment.

SCOPE OF POSITION: The Finance Director is responsible for the oversight of the fiscal operation of the organization and providing regular and ongoing updates to the Executive Director. Manage all bookkeeping, grant tracking and reporting. Assist the Executive Director in preparing all fiscal reports, monthly financial board reports, and the annual report. Responsible for monthly and quarterly reporting to granting agencies. The Finance Director is also a member of the leadership team and is responsible for promoting the mission of the organization and contributing to a work environment that is trauma-informed, client centered and promotes a collaborative work environment throughout the organization.

PRIMARY RESPONSIBILITIES:

- General ledger bookkeeping/fund accounting, including generating income statements monthly and providing reports for all funding sources on a monthly basis and whenever requested by the Executive Director.
- Possess thorough knowledge of the principles, practices, and methods of accounting with specific reference to non-profit/multi-source funding agencies.
- Ability to analyze and interpret fiscal and accounting records and to prepare accurate and complete financial statements and reports.
- Coordinate annual audits, ensure compliance with state regulations, maintain up-to-date financial policies and provide all necessary documentation.
- Handle invoicing, track receivables, manage payroll, and work closely with HR Department to ensure maintenance of personnel records that pertain to finance.
- Oversee cash management and maintain banking relationships.
- Oversee the Finance Department and the staff employed within the department.
- Assist with insurance renewals and risk management.
- Administer the employee retirement plan.
- Prepares monthly reconciliations of all financial and bank accounts, in a timely manner.
- Assist the Executive Director in preparing all grants and provide budget adjustments to grantors as needed.
- Assist the Executive Director in the development of the annual budget.
- Prepares monthly, quarterly, and year-end budget reports.
- Maintains financial records, including accounts payable, bank deposits, and computer financial records.
- Responsible for payroll and all related functions such as payroll taxes.

- Maintains records of all in-kind donations of goods and services.
- Prepares monthly/quarterly reports to funding sources.
- Assist Executive Director and other staff in preparing all reports required by the federal, state and other funding sources.
- Maintains records of cash donations generated from fundraising events, mailings, and the annual report.
- Prepares all written reports as requested by the Executive Director.
- Provide survivor crisis intervention/advocacy for survivors of domestic violence or sexual assault as needed on an emergency basis.
- Excellent communication and computer skills and possess knowledge of current best practices in overseeing the finances of a large non-profit, including knowledge of tools to assist in the management of multiple funding sources.
- Attends monthly staff meetings and staff retreats.
- Attends monthly Board of Directors Finance Committee meetings and prepares agenda and minutes for the meeting.
- Become knowledgeable of the ways in which collaborating with people who have experienced trauma, DV and SA, impacts employees and proactively work to limit the effects of compassion fatigue by seeking supervision when common signs are present.
- Engage in situational supervision structure and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.
- Abide by confidentiality required by CAV.
- Prepare monthly report for Board of Directors.
- Participate in a minimum of three agency events each year.
- Be available to participate in other support services in the office and community when needed and requested to do so by the Executive Director.
- Cross-trained in other areas of CAV support services, cross-train other staff as backup support for Finance Directors position.
- Other responsibilities as assigned by Executive Director.

MINIMUM STAFF QUALIFICATIONS:

BA in related field or High School/GE Diploma plus five (5) years' experience in accounting or in financial management. Forty (40) hours of domestic violence/intimate partner violence training within three months of hire and additional training as required by grantors and agency. A minimum of ten (10) hours of ongoing training per year related to target population, may include NMCADV, CSVANW, VOCA, or VAWA training.

CAV is an Equal Employment Opportunity Employer. This means that all persons are eligible to be employed, promoted, or discharged, without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed grievance, made a complaint, or questioned the handling of a discrimination charge.

