



Position Title: Assistant Finance Director

Accountability: Director of Finance

Status: Full-Time

FLSA Status: Exempt

Mission Statement: To provide trauma-informed services, to advocate for domestic violence survivors and their children, and to promote prevention of domestic violence through community awareness and training.

Position Summary: Works closely with the Director of Finance and is responsible for fulfilling the Director's responsibilities in their absence. Assists the Director of Finance in directing the overall financial planning and analysis, internal controls, and financial risk management activities. Assists in managing the preparation and disbursement of timely/accurate financial, and budgetary reports as appropriate. Provides oversight and leadership to the functions of accounting/finance and centralized billing.

Responsibilities:

1. Assists in directing the financial management of the organization and all related entities, including cash flow, banking, investment, financing, and accounting.
2. Assists in initiating and facilitating the annual budget preparation in coordination with the Director of Finance and Executive Director. Such preparation will include realistic projection of all agency expenses and revenues. Initiates and facilitates the preparation of a revised budget at least one time during the fiscal year, more frequently prepared revisions required when warranted.
3. Assists in developing budget and financial data for successful submission of grant proposals. Assist in directing the implementation and provides oversight of grant award budgets and related compliance.
4. Assists in measuring performances against approved operating plans and standards, and reports and interprets the results of operations to all levels of management. This function includes the design, installation, and maintenance of accurate accounting, cost systems and records, the determination of accounting policies and the compilation of statistical records as required.

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5. Assists in ensuring the integrity of all accounting functions by reviewing and maintaining adequate internal controls and auditing all internal and external financial reports for adherence to generally accepted accounting principles and policies.
6. Plans, coordinates, and prepares for year-end audits by an approved, independent certified public accountant and other third-party auditors.
7. Oversees preparation of necessary expenditure reports to funding sources and assures adherence to all regulations and standards of duly constituted governmental/regulatory agencies or third-party billing payers. This includes financial and billing reporting procedures, wage and hour laws, ERISA, tax and other State and Federal regulations, laws, and required reporting as applicable to Sistercare, Inc.
8. Works closely with the Executive Director and the Finance Committee of the Board of Directors to assure that they understand the status of financial reports and are informed of problems and potential problems needing their attention in a timely manner; to utilize the expertise of the committee members in the financial planning process; to make financial presentations at all Finance Committee meetings and Full Board meetings as necessary.
9. Performs other duties as assigned.

Qualifications:

- At a minimum, a Bachelor of Business Administration with a major in accounting or similar designation/certification, with emphasis or experience in not-for-profit environments is preferred.
- Five years' work experience in accounting is required. Two to three years' experience preferably in a finance or accounting supervisory or management position, with a non-profit/human service business, is preferred.
- Excellent, demonstrated skills in computerized accounting applications, as well as Microsoft Office applications.
- Demonstrated experience with contributing to the writing of government grant proposals and carrying out compliance activities of resulting awards is preferred.
- Ability to effectively present, interpret, and explain financial statements and other financial/reimbursement issues to management, governing bodies, and outside sources.
- Must have analytical and problem-solving skills as well as the ability to work and effectively communicate staff and management within the organization.

- Must have a valid South Carolina driver's license, a vehicle to be used for work-related travel and vehicle insurance.

Physical Demands and Work Environment:

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

The noise level in the work environment is usually moderate to loud. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, various forms of technology or controls. The employee must be able to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, run or crawl. The employee must have the ability to follow written and oral instructions and procedures.

The employee must be able to work under regular, moderate levels of stress and must be able to regularly lift and move up to 10 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

Employee	Date
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Executive Director	Date
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