

Position Description

Position Title: Director of Finance

Reports to: Executive Director

Description: Key member of senior management team reporting to the Executive Director. Acts as chief financial officer of the Ohio Network of Children's Advocacy Centers.

Essential Job Functions

Prepares, maintains and completes all Agency financial records and adheres to standard financial accounting practices. This includes:

- Responsible for invoice processing functions of ONCAC by performing the following functions: maintenance of vendors in accounting system, creation of automated purchase orders, preparing invoices for payment, printing of checks, obtaining authorized signatures and mailing payments to vendors. Follows up with vendors on price quotes, equipment, discrepancies on invoices, etc.
- Maintains and processes payroll information for employees, including collection of approved time sheets, completing payroll spreadsheets, timely filing of all federal, state and local payroll taxes, posting of payroll journal entries into accounting system and maintaining benefit spreadsheets.
- Processes Simple IRA information for payment.
- Works with Executive Director on employee time sheet discrepancies to ensure adherence to Agency policies.
- Copies all checks received by the Agency and prepares bank deposits and takes them to bank. Enters deposit information and credit card payments into accounting system.
- Prepares monthly financial statements, journal entries and bank reconciliations.
- Prepares and presents monthly cash flow projections and develops financial strategies that interpret operating results as they affect the financial aspects of the Agency. Presents recommendations for cost reductions, and/or profit improvement and cash management.
- Collaborates with the Executive Director in developing the Agency's annual operating budget using input from Agency personnel and funding sources.
- Prepares the monthly financial variance reports, evaluates changing fiscal conditions and provides all necessary information to the Executive Director and members of the Finance Committee and the Board of Directors to make fiscal decisions regarding the Agency.



- Prepares all financial reports required by federal, state, local, or other funding sources. Ensures compliance with government contracts related to financial report submission and billing. Works to make sure support/revenue is maximized up to the awarded funding levels for all contracts. Responsible for copying all grant documentation necessary for billing. Maintains and reports Agency volunteer hours based on information provided by Agency personnel.
- Prepares the financial information for federal, state, and local grant applications.
- Responsible for specific Human Resource activities which include: maintaining employee personnel/payroll records, overseeing the payroll process, recommending and implementing employee benefits and retirement plans, and ensuring the Agency's compliance with regulatory agencies.
- Maintains asset inventory and Agency master keys and master list of key owners.
- Provides input to development, implementation and continuous improvement of program goals.

Minimum qualifications:

- BA/BS in Accounting or Finance or 5 years' experience in finance field required; experience in non-profit accounting preferred.
- 1 to 2+ years management and/or administrative experience required.
- Demonstrated knowledge of grant budgeting and grant billing required.
- Demonstrated success in funder and vendor relationship building required.
- Computer literacy (MS Office, accounting databases (QuickBooks), email, etc.) required.

Hours of Work: This is a part-time position with a flexible schedule for the purpose of meeting the needs of the organization. This position will work out of ONCAC's Columbus office.

.Deadline to apply: 8/30/2019

To apply, send resume/CV and cover letter to HR@oncac.org

Ohio Network of Children's Advocacy Centers is committed to providing equal opportunity in its recruitment, hiring, and retention practices without regard to race, color, national origin, sex, gender, religion, military status, disability, familial status, ancestry, gender identity (or expression), limited English proficiency or any other protected status under applicable local, state, or federal law. Ohio Network of Children's Advocacy Centers is committed to a diverse workforce and an inclusive workplace.