

Catholic Charities Diocese of Palm Beach Job Description

Title: Director of Finance
FLSA Status: Exempt
Location: Riviera Beach, Administrative Office
Reports to: CEO-Executive Director
Supervises: Staff Accountant
Staff Accountant I
Program Support and Billing Specialist

Job Summary: Individual assumes responsibility for all fiscal management activities of Catholic Charities of the Diocese of Palm Beach Inc., and Catholic Charities Foundation of the Diocese of Palm Beach Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all financial activity of agency and programs.
- Maintain all financial internal controls according to Generally Accepted Accounting Principles and update the agency Financial Internal Control Manual.
- Assist Executive Director, and Program Administrators to complete agency and program budgets; monitor the monthly activity against the budget and prepare financial reports monthly.
- Present the annual budget to the Board of Directors Finance Committee for discussion and approval.
- Present all financial statements to the Board of Directors Finance Committee for discussion and approval.
- Complete all required training for Federal grant management.
- Work with administration to ensure Catholic Charities compliance with all federal, state, local and private funder grant requirements.
- Prepare financial schedules for all grant applications and meet with administration and program administrators to complete the grants. Attending and present financial schedules at all granting agency site visits.
- Maintain the Fixed Assets and Depreciation schedule and the General Ledger.
- Oversee and implement all Visa Card arrangements for organization and arrange for automatic check deposit when appropriate.
- Recruit, train, supervise and evaluate the accounting staff; assign duties and delegate work.
- Review some financial activity of Elder Affairs Guardianship Banking Accounts.
- Assist in all land/operations/building acquisitions; maintain tax file for property does not exempt and pay appropriate bills.
- Secure and acquire equipment and space, as necessary.
- Manage and maintain Accounting Systems.

- Prepare all financial information needed for the annual agency audit by outside independent auditors including information for the federal government audit requirements for federal grants.
- Work with auditing company to ensure a correct, orderly, and timely audit, for both Catholic Charities and the Catholic Charities Foundation.
- Work with auditing company to ensure a correct, orderly, and timely 990 Tax Return.
- Prepare reports and schedules for annual audit in a timely manner as well as other written assignments or reports.
- Maintain manual for accounting procedures and internal controls. Maintain financial requirements for accreditation process.
- Lead finance staff in the preparation of funding related budgets and required financial reports.
- Review bank reconciliation forms for all bank accounts, review checks for Catholic Charities that are processed for accuracy before they are submitted to be signed.
- Maintain all rental contracts.
- Maintain a respectful working relationship with the Board of Directors, staff, vendors, and clients.
- Prepare and present staff training classes on financial topics.
- Oversee payroll submission to Diocese.
- Oversee purchase of fixed assets and negotiate lease agreements for copy machines, cell phones, storage units and credit card machines.
- Review general ledger accounts and ensure that journal entries for corrections are made as needed; ensure that schedules and lists are maintained showing various income sources; review journal entries prepared by other staff members.
- Prepare monthly financial report for Board Finance Committee; prepare monthly program reports to Program Administrators.
- Approve time sheets for accounting department, conduct performance appraisals and perform other personnel related activities.
- Conduct meetings/staff development programs as required.
- Attend training as determined by needs outlined in annual performance appraisal.
- Support the social teachings of the Catholic Church.
- Participate on a CQI (Continuous Quality Improvement) team.
- Assist in coordinating Performance and Quality Improvement (PQI) plan responsibilities.

PROBLEM SOLVING

- Anticipate problems using background and years of experience.
- Resolve problems with some supervision and implement solutions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Bachelor's degree in accounting;
MBA and CPA (Certified Public Accountant) certificate preferred.

Experience

3-5 years accounting experience, preferably in the non-profit arena.
Extensive experience in “fund accounting,”
Grant funding applications and prior experience in dealing with auditors in completing yearly audits.

Other Skills and Abilities

- Strong interpersonal skills and flexibility.
- Ability to handle all phases of accounting.
- Proficient with Sage Intacct accounting software and familiar with QuickBooks, Microsoft Windows, Word, Outlook, and Excel.
- Ability to forge mutually respectful partnerships with supervisor, co-workers, and clients with an understanding and sensitivity to cultural differences. This sensitivity includes characteristics of specific cultural and ethnic groups, religious, various socio-economic groups and those living alternative lifestyles.
- Effective communication skills both verbal and written.
- Experience in grant and funding applications.
- Work requires the ability to prioritize and to set limits.
- Able to serve in a leadership role. Knowledge of supervisor skills and techniques.
- The ability to work as a team player and work collaboratively with other personnel and/or service providers or professionals.
- Knowledge and support of Catholic Social teaching.
- Respect and appreciation of the right of confidentiality/privacy.
- Florida driver's license, excellent driving record and access to a vehicle.

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.

- Work hours are regular; however, the job demand may require extended hours.
- Work involves sitting, standing, walking, bending, stooping, occasional carrying and lifting heavy objects, and other normal office activities.
- Work involves periods of stress.

- Work requires regular communication to and from others, in person or remotely, using normal communication methods including telephone, typed or written documents, electronic mail, direct speech, etc.
- Work requires specific visual abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing this position's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- The office is well heated, lighted, and ventilated.
- The noise levels in the office work area are moderate.

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Reviewed/Approved By:

CEO-Executive Director: _____ Supervisor/Operations Director: _____ Human Resources: _____

**Hand delivered on _____, by _____ (Supervisor)
 to _____ (Employee).**

I acknowledge receipt of and understand my job responsibilities as outlined in this job description.

Signed: _____ (Employee) Date: _____

Signed: _____ (Supervisor) Date: _____

Copies: Supervisor, Employee Original: Human Resources