

Director of Finance

Job Title:	Director of Finance
Department:	Administration (01)
Job Classification:	Full-time; salaried, exempt
Job Relationships:	Reports to CEO Supervises the Licensing Supervisor/Finance Coordinator directly and Licensing Department team members indirectly. Works closely with Senior Staff peers.
General Purpose:	Responsible for managing day-to-day financial and accounting operations of the Organization and department operations of the Licensing group

The Director of Finance is responsible for planning, directing and controlling the finance function of the Society by following Generally Accepted Accounting Principles. The position works closely with the CEO, Board of Directors and senior staff to help guide the financial development of the Society to ensure healthy and responsible fiscal activities within the context of the Society's mission and goals. This includes working with members of the management team to prepare and monitor the annual budget, conducting financial analysis and preparing financial reports, developing and implementing an effective system of accounting, managing the payroll system and function, and working with the Finance Committee of the Board of Directors. In addition, the Director of Finance directly supervises the Licensing Department Supervisor/Finance Coordinator. The position reports to the CEO.

Major Duties and Responsibilities:

Finance

- Enhance and/or develop, implement and enforce financial policies and procedures for the organization to improve the overall operation and effectiveness of Larimer Humane Society.
- Reconcile all balance sheet accounts and confirm via review and analysis all income statement accounts on at least a monthly basis, entering and adjusting journal entries as necessary.
- Responsible for the timely and accurate preparation of monthly, quarterly and annual financial reports and financial trends in order to assist CEO, Senior Staff and Board Finance Committee members in performing their responsibilities.
- Responsible for AP/AR and collections functions, including printing checks and invoices. Sets and enforces cash handling processes and procedures for the Organization.
- Works closely with the management team to assist them in being as effective as possible in program financial management, budgeting and related financial activities. Creates and provides applicable training and education.
- Oversees bank, deposit and credit relationships and initiates appropriate strategies to enhance cash position.
- Maintains all official accounting records in accordance with generally accepted accounting principles and the Society's document retention/destruction policy.
- Maintains the Society's payroll operations to ensure the efficient handling of employee's pay, deductions, and benefit payments. Completes and/or oversees bi-weekly payroll processing and quarterly payroll reconciliation.
- Serves as project manager to the CEO and Senior Staff in the preparation and monitoring of the annual budget.
- Manages the annual financial audit and prepares all necessary year end documents to ensure a smooth and timely audit is performed. Manages annual audit with Workers Compensation vendor.

- Oversees reserve funds management and compliance with the Society's investment policies.
- Serves as primary staff support for the Board of Directors' Finance Committee.
- Provides financial forecasting and modeling, and business development strategic analysis
- Ensures fixed assets are accurately recorded and accounted for on a regular basis and conducts physical inventory reconciliation. Improves fixed asset accounting systems as necessary.
- Takes lead role, with CEO and members of Senior Staff, in the annual negotiations of the 3 major Animal Control Contracts (City of Fort Collins, City of Loveland and Larimer County), providing all necessary financial information and analysis for key stakeholders.
- Participates with the CEO and Senior Staff (where appropriate) in the annual negotiations of the Society's insurance policies (General Liability/Auto, Workers Compensation, etc.).
- Manages relationship with retirement account vendor and provides benefit enrollment to all eligible employees. Ensures notification compliance.
- Ensures compliance with local, state and federal financial reporting requirements including monthly sales tax returns, 1099s, 941s, W2s and more.
- Serves as primary liaison for banking and credit.

Licensing Department Management

- Directly supervises the Licensing Supervisor/Financial Coordinator position.
- Supervises, trains and coaches assigned personnel to ensure development of full work potential and accomplishment of goals. Provides regular performance feedback to direct report, encourages growth and develops skills.
- Ensures staff are included in planning, decision making and facilitating process improvements where possible.
- Establishes and implements short and long range department and group goals, objectives, policies, and procedures.

Other Duties/Responsibilities:

- Ensures department observes all security and safety procedures.
- Leads and/or serves on Committees and Task Forces where appropriate and assigned.
- Communicates effectively and professionally with co-workers, management and the public at all times. Works effectively and efficiently under pressure.
- Partners with the Director of Human Resources to investigate and/or review cost-effective benefit plans which the Society may offer employees
- Other duties as assigned

Education and Experience:

- Minimum of Bachelor's degree in Finance, Accounting, Business Administration or related field of study. Equivalent combination of education and professional experience may be considered. MBA and/or CPA a plus.
- Minimum of 5 years' experience managing finance/accounting function in a comparable size organization or larger. Non-profit experience preferred.
- Minimum of 2 years staff supervision required.
- Prior auditing and payroll management required. Experience with Paycom payroll software a plus.
- Experience with Financial Edge desired.

Knowledge, Skills and Abilities:

- Excellent PC skills including strong Excel skills. Knowledge of, and experience with, accounting software required. Able to synthesize complex and diverse financial information.
- Able to identify and resolve problems in a timely manner and gather and analyze information skillfully.
- Proven attention to detail required.
- Able to speak clearly and persuasively in positive or negative situations; demonstrates group presentation skills and conducts productive meetings.
- Able to delegate work assignments, as appropriate; gives authority to work independently, sets expectations and monitors delegated activities.
- Skilled at inspiring and motivating others to perform well. Ability to professionally and effectively give and accept feedback.
- Ability to use excellent judgment and personal qualities of integrity, credibility and commitment to the Organization's mission.
- Skilled in prioritizing and planning work activities for effective time management.
- Excellent teamwork skills required.

Other: Must be at least 21 years of age (for insurance purposes); hold a valid Colorado Driver's License and have and maintain an insurable driving record

Working Conditions:

Work environment: Office area of the Shelter; shared office space possible; very frequent use of computer and telephone; potential exposure to animals (including staff animals), high noise levels and zoonotic diseases when in the Shelter.

Physical activities: Sitting, entering data on a computer, and talking on the phone up to 8 hours or more a day. Standing, bending, squatting, walking, and driving. Occasional lifting and carrying of up to 30 pounds unassisted and more with assistance.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Larimer Humane Society is an equal opportunity employer.

Larimer Humane Society conducts background checks, DMV checks and requires drug testing of all employment candidates. Benefits include medical, dental, vision, supplemental accident insurance, matching 403b and more.