



**Job Title:** Director of Finance  
**Department:** Administration  
**Reports To:** Executive Director/CEO and Board of Directors  
**FLSA Status:** Exempt

### **SUMMARY**

The Director of Finance is responsible for overseeing and maintaining the organization's financial and accounting records. Responsible for developing and monitoring the organization's annual budget, in accordance with department directors. Ensures compliance with all federal, state, and local financial reporting requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Reviews and analyzes all aspects of general ledger modules.
- Maintains all Accounting records.
- Directs and supervises Accounts Receivable, Accounts Payable and Bank Reconciliation functions.
- Directs and supervises the work of Finance Coordinators.
- Prepares comprehensive month end financial package for departments and Board.
- Monitors and maintains monthly budget and financial statements. Provides analysis of financial position.
- Provides supporting schedules for all audits and tax returns.
- Understands GAAP and requirements of Sarbanes Oxley.
- Develops and maintains Standard Operating Procedures for Financial oversight.
- Assists with emergency and disaster services.
- Interfaces and cooperates with other departments within the organization.
- Provides support to other departments relating to office supplies and office equipment
- Performs other duties as assigned.

### **QUALIFICATIONS**

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.

- Supports the Animal Rescue League's mission, policies, and practices.
- Must have a proven track record with accounting standards and protocol.
- Provides accurate information to the public at all times.
- Must be able to present information effectively to the public and to co-workers.
- Must be willing to participate in meetings with management, board, and shelter staff, to share ideas and suggestions designed to improve the organization's ability to meet its goals and objectives.
- Ensures detailed reports and compliance with deadlines.
- Must have detailed knowledge of all operations and departments of organization.
- Must have excellent oral and written communication skills.
- Must have vehicle for transportation to meetings and events.
- Considerable knowledge of applicable federal, state, and county, animal welfare laws.
- Strong knowledge of budgetary principles and practices.
- Demonstrated ability to communicate both in written and oral form; to plan, organize and direct the work of others; to gather, assemble, correlate and analyze facts and devise solutions or plans.
- Strong leadership abilities
- Possession of a valid Florida driver's license and driving record acceptable to insurance carrier.

### **PREFERRED QUALIFICATIONS**

- Experience with database programs including Raiser's Edge and Chameleon.
- Experience with nonprofit accounting.
- CPA Certification preferred, but not required.
- Previous experience within the animal welfare field.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's Degree in Accounting, Finance, Business Administration or related field from an accredited university.
- Five plus years Accounting related experience and/or training.
- Experience with accounting programs including Quick Books.

### **COMPUTER SKILLS**

- Computer experience with data base management and publishing programs
- Quickbooks
- Microsoft Office Suite: Word, Excel, PowerPoint, Publisher and Outlook.

### **MATERIALS and EQUIPMENT USED**

- Computer
- Printer
- Scanner
- Telephone System
- Clover Credit Card System

## **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:

- While performing the duties of this job, the employee is consistently required to stand and move. In addition, the employee is constantly required to talk, hear and use hands for grasping, reaching and other operative tasks. The employee is required to stand and sit frequently. The employee will also be required to bend neck and twist body. The employee will be required to consistently lift an animate or stationary object of up to 20 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is frequently exposed to an indoor office environment climate condition. The employee is occasionally exposed to outdoor weather conditions. The employee is occasionally exposed to animal odors and animal fur.
- The noise level in the work environment is usually moderate.