



**Girls Incorporated of Orange County
Director of Finance Position Description**

POSITION INFORMATION

Position Title: Director of Finance

Supervisor: CEO

Full or Part-time: Full-time (Exempt)

Positions

Regular or Temporary: Regular

FLSA Classification: Salary

Available: One

Purpose of Position: The Director of Finance (DOF) closely collaborates with all members of the Girls Inc. of Orange County (GIOC) team and is a trusted leader among the Board of Directors. The DOF initiates, organizes, advances, and completes projects supporting the mission and vision of GIOC, particularly in relation to financial performance and reporting. The DOF achieves specified outcomes through excellence in communication, coordination, and proactive contribution to the cross-functional teams of GIOC.

The DOF serves as a key leader and member of the Management Team as well as a general resource for GIOC. The DOF provides leadership, direction, and professional support to create and maintain accurate financial reporting, budgeting and operating results. Results are demonstrated through measurement, analysis, production and interpretation of process and outcomes data.

Provides strategic financial leadership to GIOC and oversees the Accounting, Accounts Payable and Payroll functions. Provides leadership and information to the Board of Directors when needed, as well as to Board committees, including the Finance and Audit Committees.

The DOF will be directly responsible for creating and providing financial information for the GIOC strategic planning process; preparing the annual operating plan (budget); monthly financial reporting; overseeing the resource requirements of the accounting department; safeguarding GIOC's financial and non-financial resources; establishing and maintaining adequate systems of internal accounting controls; ensuring adherence to GIOC financial policies; and ensuring appropriate finance technology is in use.

Essential Functions/Responsibilities

- Directly responsible for providing financial and business leadership to GIOC.
- Oversees finance strategies that will ensure organizational goals and objectives are met with particular emphasis on financial accountability.
- Leads the organization in the preparation of the annual operating budget.
- Prepares cash flow forecasts and monitors actual performance against the forecast on a monthly basis.
- Ensures all financial and business reports are timely and accurately prepared in accordance with GAAP and GIOC financial reporting standards.
- Serves as the primary liaison to the Auditors, and plans and oversees the annual independent audit process and preparation and filing of the Form 990.
- Has constant communication with the Board Finance Chair/Treasurer to support GIOC's financial strength/future.
- Oversees Payroll and Accounts Payable.
- Staffs the Finance and Audit committees.
- Oversees the day-to-day work of one full time Staff Accountant and ensures growth and mentorship opportunities are created to sustain experience and employee engagement.
- Performs other job-related duties as assigned.

Month-End

- Prepares monthly financial statements.
- Prepares monthly restricted funding reports.



Oversees the accounting staff and with their entries and approve as needed:

- Oversees the accounting functions for bank reconciliations, accounts payable, accounts receivable, prepaids, payroll, etc. to be completed on a timely and accurate basis.
- Leads Payroll review and approval
- Leads Monthly Finance Committee Meetings
- Attends Monthly Executive Committee Meetings
- Attends Board Meetings every other month

Grant Financials

- Works closely with Grant Writer, provides back up on grant budgets and additional documents required by the grantors.
- Maintains responsibility for the monthly grant financial reports to be completed on a timely basis with updated budgets and forecasts.
- Prepares grant Budgets and grant reporting.

Contracts

- Reviews and ensures all contracts have proper authorization and are paid timely.
- Tracks and maintains internal controls overactive contracts.

Asset Management

- Maintains fixed asset list for GIOC.
- Reconciles monthly Investment Accounts.
- Provides operations assistance as needed.

Board Reports

- Monthly Board Reports
- Quarterly Board Financial Presentations
- Staff the Finance and Audit committees
- Budget Presentations

Events

- Reconciles annual revenues and expenses vs budgets.
- Provides support to the Chief of Development in the reconciliation and revenues.
- Attends and provides support during three main fundraising events and other program events.

Education and/or Experience Required

- Minimum of 5-7 years of senior financial management experience. Background should include experience working in non-profit finance.
- Bachelor's Degree in Business/Accounting required. Acceptable fields of study include Business Administration, Management, and Accounting. The emphasis must be in Finance or Accounting.

Skills and Abilities

Knowledge of:

- QuickBooks Online – minimum 5-7 years of experience
- Organizational management and leadership principles and practices
- Current Financial Accounting Standards relevant to for-profit and non-profit organizations.
- Organizational strategic planning
- Automated accounting systems
- Non-workplace fundraising strategies, including endowment and planned giving

Skills in:

- Budgeting and fiscal management
- Grant budget preparation and reporting
- Cash flow and cash projection analysis
- Data bases and applications
- Determining strategic financial policies



- Developing and leading a high performing, focused team
- Business process improvement and reengineering of financial operations
- Analyzing and solving extraordinary problems

Ability to:

- Develop and work with complex financial and statistical information.
- Provide support to, recruit, manage, develop, motivate and organize staff.
- Form strong and positive work relationships with diverse groups of people.
- Develop and execute short and long range organizational and divisional strategic plans.
- Analyze and understand statistical and financial reports.
- Communicate effectively verbally and in writing, strong public speaking and presentation skills.
- Organize, prioritize and meet deadlines.
- Develop and maintain ongoing working relationships with all departments within the organization
- Determine developmental needs of staff and how to provide for those needs.

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.

- Must be able to stand, walk, reach with hands and arms, stoop, talk and hear.
- Must be able to lift 25 lbs.
- Must be able to sit for long periods of time.
- Must be able to work occasional evenings and/or weekends.

Compensation and Benefits

- Salary range \$108,000-\$115,000. Competitive salary commensurate with qualifications and experience
- Hybrid schedule to include in-office days at Girls Inc. of Orange County's offices in Santa Ana.
- Medical insurance, 85% of employee cost covered by employer (after 60 days) and retirement plan (after 90 days) provided.
- Dental and Vision insurance covered by employer.
- Paid holidays, vacation, sick time, and birthday holiday

Please send cover letter and resume to humanresources@girlsinc-oc.org. No phone calls, please.
For more information on Girls Inc. of Orange County, please visit our website at: www.girlsinc-oc.org.
Girls Inc. of Orange County is an equal opportunity employer.