



Thrivalaska Job Description

Title:	Finance Director
Status:	Permanent Full time, Full Year, Exempt from Overtime, Salary
Reports To:	Executive Director
Wage:	\$31.00 - \$35.00 hr DOEE

Position Summary: Responsible for daily overall operations of the Finance Department for Thrivalaska which includes but is not limited to: grant reporting, accounts payable/receivable, monthly, quarterly, and annual financial reports, budget development and monitoring, procurement monitoring, bank reconciliation, gaming, deposits, on-line banking, payroll, and tax payments. The Finance Director is expected to supervise and cross train the Assistant Finance Director and perform whatever duties are necessary to provide the highest quality financial management possible.

The Finance Director will manage state and federal grants along with tuition and fundraising for Thrivalaska programs: Head Start Birth to Five, **thread** Resource & Referral, **thread** Child Care Assistance, and a before/after school and pre-k program at Pearl Creek Elementary school.

Knowledge, Skills, and Abilities Required:

EDUCATION & EXPERIENCE

Minimum Requirements:

1. BA in accounting, business, fiscal management or a related degree
2. Proficiency with Quick Books, Excel and Word
3. Prior fund accounting experience

Preferred Requirements:

1. CPA
2. Experience with State and Federal grant reporting
3. Head Start experience
4. Fundraising and fund development experience
5. Nonprofit experience

SKILLS & ABILITIES

1. General knowledge, principles and techniques of financial management for a non profit organization
2. General administrative duties to include typing memos and correspondence, filing, copying, answering the telephone, distributing mail, and maintaining accurate records
3. Advanced competence with computer, calculator and telephone skills
4. Excellent organization and communication skills

PROGRAM MANAGEMENT

1. Compliance with GAAP, all Thrivalaska policies, procedures and guidelines, HS Performance Standards, State Licensing Regulations, Uniform Grant Guidance
2. Participate during program self assessment and evaluation processes
3. Participate during Thrivalaska Community assessment activities
4. Support, implement and participate in program goal setting process to include strategic planning
5. Practice family centered and relationship based philosophy

BUDGET & FISCAL

1. Process all state and federal grant reports in a timely manner for Early Head Start, Head Start, **thread**, and CACFP:
 - a. Quarterly DOL worksite report
 - b. Quarterly and semi-annual HS/EHS 425 reports
 - c. Semi-Annual CACFP report
 - d. Annual application for CACFP by 9/1
 - e. Annual SAM registration
 - f. Quarterly taxes
 - g. Quarterly HS state reimbursements
 - h. Quarterly CCA and R&R reports
 - i. Annual gaming report by 6/30
2. Assist directors in developing program budgets, monitoring, reporting and forecasting fiscal trends, comparison of expenditures with budget amounts
3. Produce monthly financial statements for all Thrivalaska programs using the accrual method
4. Manage three fiscal years:
 - a. Company 10/1 through 9/30
 - b. State 7/1 through 6/30
 - c. Federal 2/1 through 1/30
5. Balance leave accrual for employees, and adjust savings account as follows:
 - a. Company 10/15
 - b. Thread 7/15
 - c. HS/EHS 2/15
6. Submit ALE small employer determination for health insurance by 1/31 annually
7. Renew DUNS registration annually
8. Renew SAM registration every 10 months
9. Process 1099's, 1095, and 1096's annually by 1/31
10. Efficiently process PMS requests, check requests, bank reconciliations, deposits, on-line banking, payroll, tax payments and quarterly reports
11. Monitor purchasing, investments, assets and equipment files
12. Gaming – process monthly pull tab taxes and annual gaming report
13. Produce Annual Report for the corporation in May annually
14. Submit CACFP audit reimbursement by 3/31 annually
15. Process monthly Admin Invoice and retirement
16. Process HS/EHS 424, 428, and 429 reports by 10/31 annually
17. Process bi-annual NPFS report for CCFP by 11/10 annually
18. Complete Workers Comp audit in October annually
19. Manage and monitor the Non-Federal share program for Head Start Birth to Five

20. Submit reports to policy groups on a monthly basis:
 - a. Fundraising
 - b. Capacity report
 - c. Financial overview
 - d. Budget to Actual
 - e. Loss Analysis
 - f. CCA tracking
21. Submit timely reports and collaborate with the independent CPA firm
22. Monitor and produce annual cost allocation plan
23. Attend monthly Finance committee meetings
24. Provide annual budgets for the Admin office and School Age program
25. Provide fiscal training as needed to the HS Policy Council and Board of Directors
26. Coordinate annual audit process, produce required reports, collaborate with auditing firm, and ensure the annual audit is completed in a timely and efficient manner
27. Keep Executive director informed of cash flow, deviations from budget, and expense projections
28. Maintain an effective filing system for all accounting records including source documentation, in-kind reporting, and cost allocation
29. Cross train with the Assistant Finance Director for maximum Finance department effectiveness for billing, collections, child care program monthly reports, fiscal reports, grant reports, and required corporation reports
30. Ensure compliance with all State and Federal regulations
31. Serve as a financial resource for all programs, management and executive staff
32. Continually seek out and process in-kind opportunities to include services and supplies
33. Follow procurement and accounting procedures
34. Provide procurement oversight and training in each program
35. Actively seek out ways to reduce program costs whenever possible
36. Report all suspected fraud activities

SUPERVISION & TRAINING

1. Directly supervise the Assistant Finance Director. Provide cross training, opportunities, guidance, support, counseling, evaluation and discipline as necessary.
2. Attend monthly leadership meetings
3. Assist in the development of procedures, policies or other projects when requested
4. Participate in creating and accomplishing staff development goals
5. Meet and actively pursue the minimum yearly training required for your position
6. Support the Executive Director and program directors in attainment of program goals and mission
7. Attend NIA AEYC annual conference, when possible share knowledge through hosting a workshop

COMMUNITY PARTNERSHIPS

1. Actively seek out partnerships with community members and agencies to enhance program services and resources
2. Enthusiastically promote all Thrivalaska programs
3. Participate in a minimum of one community event annually

PROGRAM GOVERNANCE

1. Support and provide assistance for the work of the Board of Directors, Policy Council and advisory groups.
2. Follow the chain of communication.
3. Attend and report at BOD and PC meetings.
4. Serve as a resource to the BOD or Policy Council when developing or revising policies.

CHILD & FAMILY SERVICES

1. Communicate with children and family members with respect and honor
2. Whenever possible, assist children and families
3. Advocate for successful child and family development experiences

PROFESSIONAL INTEGRITY & WORK HABITS

1. Support the mission and goals of Thrivalaska – Helping Children and Families Thrive
2. Promote teamwork concept in relationship and strength based organization
3. Promote a positive work environment
4. Project professionalism in conducting daily activities
5. Provide outstanding customer care to staff and community partners in a positive professional manner.
6. Remain flexible, adaptable and resilient when adjusting to a variety of change and situations
7. Follow all guidelines and procedures on confidentiality
8. Observe good housekeeping and safety practices, maintains cleanliness and orderliness
9. Reliable regarding task completion and follow up
10. Use logical and sound judgment, apply common sense
11. Make timely decisions and maintains composure under trying circumstances
12. Enhance job growth through continuing education, as required or necessary
13. Promote quality, accuracy, timeliness, reliability and thoroughness of work performed
14. Punctual and reliable

WORK LOCATION

1. Head Start Birth to Five in Fairbanks
2. Primarily in office setting
3. Occasionally in programs as support when short staffed

WORKING CONDITIONS

1. Thrivalaska is a drug, alcohol and tobacco free workplace
2. Some exposure to communicable diseases
3. Noise level in work environment may be moderate to loud
4. Must be available for a variety of evening/weekend meetings and social events
5. Travel by car, bus, airplane or train may also be required as associated with attendance at conferences or meetings. Some out of state and overnight travel may be required.

PHYSICAL REQUIREMENTS

1. Review and sign the Thrivalaska Physical Job Description upon hire and annually

EQUIPMENT USED

1. Copy machine
2. Credit card terminal
3. Calculator
4. Telephone
5. Computer
6. Fax machine
7. Vehicles

Acknowledgment: This job description describes the general nature and level of work performed by the employee hired for this position. The employee may be required to perform other job-related duties as requested. It is intended as a “living document” updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs.

Employee Signature

Date

Printed Name