



Director of Finance & Operations Job Description

This position oversees the overall administration of the agency, developing and implementing enhanced systems and infrastructure to support overall functions. With responsibilities for the overall financial oversight of the organization. The position analyzes complex financial data and synthesizes it for both technical and lay audiences. Important duties include: tracking expenditures, monitoring funder related reporting, instituting financial best practices, answering inquiries from external auditors, federal, state, and local agencies, preparing financial projections and budgets, reviewing/monitoring of individual grants and transactions for compliance with private, local, state and federal funder requirements, billing and collections, journal entries, and financial reporting including preparation of reports for staff, granting authorities and Board of Directors. This role reports to the Chief Operating Officer and will supervise the Operations Manager & Accounting Manager.

Desired Experience and Qualifications

Candidates must have experience in overseeing the daily operations of an organization. All candidates should have proven leadership and relationship management experience. Concrete, demonstrable experience and other qualifications include:

- Bachelor's Degree required preferably in Finance, Business Administration, or Accounting
- Working knowledge of federal and state regulations related to areas of responsibility
- Extensive experience with QuickBooks desktop and online version
- Proficiency in various computer applications including comprehensive databases, spreadsheets and word processing software
- 3-5 years of management experience with a track record of effectively leading others
- Strong professional boundaries and demonstrated high standards of confidentiality/integrity
- Excellent organizational skills with the ability to successfully manage multiple projects in a fast-paced, dynamic environment
- Strong written and verbal communication skills with excellent interpersonal and multidisciplinary project skills
- Salesforce experience a plus
- Ability to follow through on assignments and work independently
- Enhanced analytical skills to evaluate data and make administrative/operational decisions

Responsibilities

Administration & Operations (30%):

- Ensure overall compliance with grants and support with grant monitoring requirements
- Together with the Operations Manager and Finance Manager, oversee management of timesheets and other timekeeping methods in accordance with funding requirements
- Oversee hiring and supervision of administrative and operational contractors & vendors
- Oversee agency daily operations, i.e. IT, phones, offices, storage, etc.
- Manage vendors, purchasing, bid process to ensure the effective use of agency resources
- Work directly with building management companies to address needs that may arise with properties
- Support agency staff with the development and integration of Salesforce database
- Develop departmental budget and support the development of agency budget
- Manage invoices and requisition process for agency

Finance (50%):

- Plans, organizes, and coordinates the financial reporting for the agency, including preparing annual and project budgets, forecasting revenue, estimating any carry-over of funds from one year to the next Oversee employee onboarding experience
- Research issues and prepare invoices/ billings for funders
- Completes monthly, quarterly and year-end fiscal reports and the analysis necessary for grantors and agency staff
- Creates agency, departmental and grant budgets
- Coordinates with key personnel at all levels of the agency to support proper and timely expenditure of grant funds in compliance with applicable guidelines and budget deadlines
- Assigns account codes and monitors charges for reasonableness and compliance with grantor and agency budget
- Computes, prepares, and submits cost allocation plan and the annual indirect cost rate. Provides information on the rate with applicable state agencies as required and applies indirect costs
- Attends professional development training to stay abreast of the Office of Management and Budget (OMB) Circulars and their applicability to grant management related audit, federal regulations, state laws and agency policies, and any workshops or seminars on grants
- Maintains grant fiscal records and enters data in financial database

Other Duties (10%):

- Participate in agency-wide training and professional development opportunities
- Actively engage with other Directors to ensure cross-department communication, compliance, and cooperation
- Lead, contribute to, or assist with other duties as assigned

Salary Range: \$70,000-\$75,000

UAHT is an equal opportunity employer and provides benefits to qualified employees. Normal business hours are Monday through Friday 9:00 AM – 5:00 PM

To apply for this position, please send a resume and cover letter to hr@uaht.org. To learn more about the organization, visit www.uaht.org. The application deadline is **April 15**.