

**POSITION: DIRECTOR OF FINANCE**

**PAY GRADE: 6-8**

**REPORTS TO: CHIEF FINANCIAL AND ADMINISTRATIVE OFFICER**

The YWCA Richmond has been serving women and children in the Greater Richmond community since 1887. As a leading organization in early childhood development and domestic and sexual violence services, the YWCA envisions a community that protects the vulnerable, reaches out to those in need, honors personal courage, celebrates women's successes and embraces diversity and equality.

**SUMMARY:** Reporting to the CFAO, the Director of Finance and Administration (Director of Finance) is an integral member of the Organization's leadership team. The Director of Finance supervises the Accounting Manager and oversees the day-to-day operation of the finance department. A successful candidate will build and sustain relationships with the entire YWCA Richmond team, including the Senior Directors of Early Childhood Education, Philanthropy, and Domestic and Sexual Violence Services; Program Directors with financial due diligence; and the board of directors.

The Director of Finance is responsible for the financial and administrative operations and reporting of the Organization including the operation of control systems designed to ensure accurate financial reporting and the safeguarding of YWCA Richmond assets. The Director of Finance, in collaboration with Program Directors, other YWCA Richmond staff, and board members, supports Organization-wide aims, effective operations, and grant reporting practices.

**ESSENTIAL FUNCTIONS**

**Financial Management and Accounting**

- Ensuring the quality and integrity of the Organization's financial information.
- Understanding and mitigating key elements of the Organization's risk profile and safeguarding the Organization's assets.
- Leading accounting and administrative operations in coordination with the Operations Director
- Managing the personnel functions of the Organization including administration of employee benefit plan, payroll and the development of policies and procedures.
- Working strategically with program directors on grant monitoring and reporting.
- Developing and maintaining an effective financial infrastructure to ensure accurate financial reporting, safeguarding of assets, and compliance with regulatory requirements.
- Ensuring the timeline and accurate processing and recording of all financial transactions.
- Preparing accurate and timely financial reports, including monthly reports to the CEO, board, and time-sensitive financial reports for executive and programmatic leadership to inform decision making and reporting.

**Risk Management and Governance**

- Understanding the Organization's financial risk profile.
- Develop and monitor reliable control systems.
- Oversee the annual audit, ensuring prompt, successful, and unmodified closure of each audit.
- Ensuring the Organization remains in compliance with all regulatory requirements.
- Ensuring Organization assets are safeguarded from all reasonable exposure.

**Administration**

- Supporting the Director of Operations in ensuring professional, efficient, smooth-running office environment
- Supervising accounts payable process
- Supporting the evaluation, selection, and maintenance of third-party vendors
- Supporting the evaluation and management of the Organization's Employee Benefit Plans/Programs

- Ensuring legal, fiscal, compliance by monitoring and implementing applicable federal and state requirements

The Organization uses a variety of technology to support finance and operations: QuickBooks, ProCare, Raiser's Edge, Simple Practice, MS Office 365, and SharePoint among others.

## **QUALIFICATIONS**

Education:

- Four-year degree (accounting, or finance preferred).
- CPA preferred but not required.

Experience:

- Three plus years' experience in the non-profit accounting field preferred.
- Experience in supervision and managing a diverse team.
- Previous experience in grant or fund accounting

Skills/Requirements:

- Energetic with a strong display of leadership and problem-solving skills.
- Ability to supervise and lead a team towards accurate, timely completion of projects.
- Detail-oriented with strong organizational skills and ability to handle multiple priorities.
- Effective oral and written communication skills.
- Successful completion of criminal background and credit checks.

*YWCA Richmond is an equal opportunity employer and conducts all business activities, including hiring, promotion, and other employment decisions, without regard to the employee's or applicant's race, color, creed, religion/religious affiliation, ethnicity, ancestry, national origin, citizenship status, age, sex (to include sexual orientation, transgender status or gender identity), disability, pregnancy, maternity/paternity status, marital status or civil partnership, genetic information, military/veteran status, victims of domestic violence or crimes, or other legally protected class.*

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.*

*As Of: 9/8/2023*