

PEE DEE COALITION AGAINST DOMESTIC AND SEXUAL ASSAULT

JOB DESCRIPTION

Director of Finance and Administrative Services

The Director of Finance and Administrative Services will be responsible for the day-to-day administrative and financial management of the organization. The scope of this position is broad. This person must be knowledgeable about finance/accounting, human resource laws and regulations, hardware/software/ information technology, data-gathering/input and report development. This position requires excellent communication skills and the ability to understand and anticipate the information and organizational needs. This position requires the ability to build and maintain relationships with volunteers, staff and vendors. Responsibilities include, but are not limited to the following:

Responsibilities:

Finance and Accounting

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with applicable Generally Accepted Accounting Principles and regulatory requirements. Maintain internal control safeguards and along with Finance Manager coordinate all audit activities.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials and oversee all financial and grants accounting.
- Update and implement all necessary policies and accounting practices; create, implement and keep updated the finance department's overall policies and procedures manual.
- Oversee risk management and legal activities, guarantee compliance with all relevant regulations by ensuring that all program-related functions are conducted in compliance with regulations of the IRS and other agencies to which Pee Dee Coalition is accountable.
- Prepare and present annual budget to Board of Directors for approval.
- Maintain accurate comparison of income/expenses vs actual budget and revise as necessary.
- Perform other duties as needed and deemed necessary by the Executive Director or Supervisor.

Database and IT

- Maintain technology system at a level that best serves Pee Dee Coalition.
- Work closely with the Executive Director to plan and administer database and IT upgrades. Take an active role in advising Executive Director regarding software upgrades.
- Maintain records and advise Executive Director of organizational needs for hardware upgrades or new office equipment.
- Develop a clear understanding of all versions and aspects of software systems.
- Lead the process of training staff on systems and software.
- Assist in developing policies about software usage that are clear and concise with timely implementation.
- Work with Program Assistants to ensure Information Technology is operating efficiently and Help Desk Requests are addressed in a timely manner.

Administrative (Staff Management, Human Resources and Inventory)

- Oversee and manage day to day functions of Support Services, including supervision of Finance Manager, Program Assistants, Volunteers and other positions as appropriate.
- Preside over administrative projects as necessary to ensure accuracy and timeliness of completion.
- Establish ongoing process to review policies as it applies to the organization and ensure that they meet or exceed regulations, applicable laws and grant requirements.
- Analyze and interpret existing conditions, opportunities and problems within the organization and make recommendations as necessary.
- Ensure that all organizational reports are completed timely to meet Pee Dee Coalition reporting standards.
- Maintain accurate personnel records for each employee meeting organizational, regulatory and grant requirements.
- Keep track of all vacation, holiday, sick and personal time off for each employed individual.
- Maintain organizational inventory of all furnishings and equipment.
- Ensure all vehicles are up-to-date on registrations and insurance coverage.
- Perform annual review of property and liability insurance policies
- Conduct new employee orientation on organizational, payroll and benefits
- Research reasonable and best options for benefits offered to staff.
- Presides over all benefit contracts for the organization.
- Maintain enrollment and cancellation of all benefit options for staff.

Qualifications/Requirements:

- Bachelor's Degree in finance/accounting or business management required.
- Two to five years' of experience in accounting either in business or service industry essential.
- Knowledge of non-profit organizations, GAAP standards and fund accounting
- Demonstrated ability to design and implement best practices in financial and operations management.
- Knowledge of Human Resource functions.
- Knowledge of IT and database management.
- Proficient in Microsoft Office products, specifically Word and Excel.
- Excellent inter-personal skills, communication skills and team building are crucial.
- Experience in managing staff is beneficial.

Must live within 25 miles radius of Florence, South Carolina.

This position is classified as exempt under the Fair Labor Standards Act

Salary Range: \$52,000 to \$57,000 (**based on experience and benefit requirements**)

Benefits: Health, Life, and Dental Insurance; 403(b) Retirement Plan

How to Apply: Under Employment tab on our website at www.peedeecoalition.org.