

## **United Way of West Florida Position Description**

**Position/Title:** Director of Finance

**Incumbent/Candidate:**

**Reports to:** President/CEO

**Exempt/Non-exempt:** Exempt

### **General Purpose:**

The Director of Finance (DOF) is responsible for all accounting, finance, and treasury functions for United Way of West Florida (UWWF); for developing the financial infrastructure and systems needed to safeguard UWWF's financial assets; and for properly reporting the organization's financial results. The DOF also has responsibility for the building and facilities, insurance, and employee benefits. This position is Accountable to the President and the Board of Directors for all matters relating to accounting and finances and serves as the financial and data processing resource to all UWWF staff. The DOF is a member of the leadership team and as such works to further the mission of UWWF, and to help the organization become a high-performing United Way.

### **Main Job Tasks and Responsibilities:**

- Maintain accurate financial records, including systematic recording of all financial transactions – revenues, expenditures, and investments.
- Ensure adequate internal controls are in place over accounting functions and cash.
- Manage the annual audit process for United Way of West Florida and any affiliates that may require audits or special Agreed Upon Procedures.
- Develop annual operating budget for the Finance Committee and Board of Directors with input from Directors and the CEO.
- Ensure accurate, timely reporting to all regulatory agencies, including submission of annual Florida Business return, quarterly Florida sales and use tax returns, annual County Ad Valorem tax return, annual Florida solicitation act return, and any other filings as required by funders
- Works with the Development department to ensure complete, accurate, and timely processing and reporting of the annual workplace campaign results to internal and external stakeholders.
- Ensure timely and accurate distribution of grant payments to funded partner agencies.
- Ensure timely and accurate distribution of designations to eligible agencies.
- Ensure compliance with standards established by United Way Worldwide, and accurate, timely reporting in accordance with the UWW Membership Certification process.
- Review, analyze, and report on monthly results; update strategic financial plans and forecasts; provide monthly financial reporting to internal and external stakeholders.
- Review financial legal matters and contracts.
- Prepare materials for the Finance Committee and Board of Directors.
- In the absence of the treasurer, prepare and present summary financial information at meetings of the Board of Directors.
- Prepare cash flow projections.
- Monitor the performance and application of investment funds.

- Serve as primary liaison with the external investment manager regarding application of investment policy.
- Oversee grant administration, including federal, state, and private grants, and manage key contracts.
- Oversee all insurance policies.
- Ensure internal controls and systems are adequately designed and operating effectively.
- Maintain banking relationships, negotiate credit facilities, and ensure covenant compliance.
- In concert with the Director of Operations, oversee employee benefits, including but not limited to health, vision, and dental insurance and the 403b retirement plan.
- Serve as the backup to Director of Operations to process payroll.
- Ensure compliance with all 403b plan documents and federal and state regulations.
- Remain current on changes to generally accepted accounting principles and tax laws applicable to not-for-profit entities.

**Education and Experience:**

- Bachelor's Degree or above in accounting.
- CPA certification preferred.
- 5 or more years of experience in accounting and MIS procedures.
- 2 or more years of experience in a United Way, or 5 or more years in a related not-for-profit agency.
- 2 or more years of supervisory experience preferred.
- Proficient in Microsoft Office Suite particularly Excel, Access, Word, and the generation of information from large data sources.
- Basic understanding of information technology including basic network maintenance.
- A collaborative and flexible operating style.

**Required Skills:**

- Strong communication skills including experience and a disposition to explain finances and financial concepts to individuals with varying degrees of financial understanding.
- Strong content development and presentation skills
- Ability to read, analyze, and interpret complex documents; respond promptly and effectively to inquiries; write, prepare, and deliver effective presentations to staff, board and committee members, and the general public.
- Analytical skills
- Experience with federal, state, and private grants a plus.
- Demonstrated accuracy and thoroughness

**Key competencies:**

- Mission focused
- Strong interpersonal skills
- Relationship-oriented
- Collaborator
- Results driven
- Brand Steward
- Team builder

- Self-management