



Job Description Director of Finance and Operations

General Scope of Responsibility

The Director of Finance and Operations reports to the Executive Director and interacts with the Board of Directors. The Director of Finance has primary responsibility for overseeing all budget and fiscal functions, policies, and procedures. They also oversee procurement and vendor management. Clerical business staff reports to the Director of Finance and Operations.

Essential Functions and Duties

Financial Management

- Oversee and implement all bookkeeping functions including maintenance of the general ledger, accounts payable, accounts receivable, and monthly allocations. May serve as a backup for AP/AR and other accounting functions as needed.
- Oversee the bi-weekly payroll process to ensure payroll transactions are processed in an efficient, accurate, and timely manner. May serve as a backup for payroll processing as needed.
- Oversee all accounting systems and procedures.
- Lead the annual budget process, monitor expenditures, and variances, and proactively update income and expense projections.
- Chart and manage organizational cash flow for forecasting.
- Prepare month-end close, including balance sheet reconciliations (bank accounts, investments, prepaid, deposits, accruals, depreciation, etc.), required accounting entries, etc.
- Prepare monthly and ad hoc financial reports for the Executive Director and the Board of Directors.
- Manage the annual audit process and serve as the primary liaison with the audit firm.
- Provide information to auditors for Federal 990 and Illinois AG990-IL returns for Board review and timely submission.
- Coordinate and assist in preparation of the annual 5500.
- Prepare Purchase Care Review materials (i.e. Functional expense sheet) and ensure on-time submission to ISBE for determination of daily tuition rate. Be a liaison to the CFR consultants.
- Oversee the overall strategic direction, planning, coordination, administration, and evaluation of human resources.
- Work in collaboration with the Executive Director to review and update salary schedule as needed.
- Ensure all fiscal policies, procedures, and documentation requirements are adequate to protect the organization.
- Where appropriate liaise with the Board Finance Committee to ensure fiscal responsibility as well as meeting the needs of the potential student.
- Continuous exploration of revenue growth opportunities and partner with the Director of Advancement and Executive Director on sustainability.
- Serve as staff liaison to the Board of Directors, effectively communicating and presenting critical financial matters to the Board of Directors.

Operations, Technology, and Facilities

- Oversee management and maintenance of all office systems and facilities; ensure the premises are in working order.
- Negotiate, prepare, and maintain contracts for building services including, but not limited to, janitorial, HVAC, garbage removal, snow removal, landscaping, security and fire protection.
- Manage relationships with consultants and external vendors to ensure standards are met.
- Document an appropriate system of policies, internal controls, accounting standards, and procedures.
- Develop and oversee document retention policies and manage disposal of accounting records.
- Oversee organizational insurance policies and ensure organization is adequately covered. Including insurance coverage on buildings, injuries to employees, students, patients, and others, and other potential liabilities. Work with insurance brokers to ensure adequate coverage and protection through the Commercial Lines, Directors & Officers, and Workers' Compensation Policies.
- Collaborate with the Executive Director and Human Resources on annual benefit renewal of health insurance to ensure benefit offerings are fiscally advantageous to the organization while aligning with organizational goals.

- Oversee compliance with state and federal registration and reporting obligations.
- Oversight of Safety & Security, including Fire suppression systems, security alarm systems, security surveillance systems, general personnel safety, general physical building safety and security, onsite event safety and security, emergency management and preparedness.
- Develop long-term capital equipment retention and disposal schedule in collaboration with the IT service provider.

Other

- Facilitate annual review of Business office staff.
- Maintain current knowledge of the Child's Voice mission, vision, values, goals, and strategic plan.
- Ensure that all duties are carried out in alignment with the Child's Voice mission, vision, values, goals, and strategic plan.
- Keep abreast of Child's Voice activities and properly utilize the resources available.
- Ensure the proper use, management, security, and upkeep of Child's Voice equipment and documents.
- Enhance building culture by demonstrating a positive attitude and willingness to work as a collaborative team.
- Volunteer at least 4 hours annually at Child's Voice fundraising events.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of finance and accounting.
- Considerable ability to establish and maintain effective relationships with other personnel, vendors and board of directors.
- Ability to attend work on a regular and predictable schedule and to work both on-site and remotely, as required.
- Considerable ability to communicate effectively both in writing and in person, including the ability to present to small and large groups.
- Considerable ability to pay attention to detail, advanced critical thinking skills, and effectively manage multiple projects and deadlines within a complex non-profit organization.
- Considerable ability to maintain accurate, organized records processes and maintain confidentiality.

Work Environment and Physical Demands:

This role predominantly works in an office environment. The physical demands include, but are not limited to:

- Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Seizing, holding, grasping, turning, or otherwise working with hand(s). Note: Fingers are involved only to the extent that they are an extension of the hand.
- The ability to hear, understand, and distinguish speech and/or other sounds one-on-one (in person), group or conference (in person), telephone and other sounds
- Entering text or data into a computer or other machine by means of a keyboard. Devices include a traditional keyboard, 10 keypads, touch screen and others.
- Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Remaining in a seated position for extended periods of time
- Work responsibilities call for some levels of physically demanding activities. These conditions require that the incumbent of this position be reasonably ambulatory and willing to participate in some manual labor

Minimum Education, Experience, and Training:

- Undergraduate degree from an accredited college or university with a B.A. or B.S. degree in Finance/Accounting or equivalent.
- 4 years' experience in Accounting/Finance, preferably in Non-Profit management
- Extensive knowledge of applicable computer and software systems including:
 - Microsoft Office (including Outlook, Word, Excel, and PowerPoint)
 - QuickBooks or comparable accounting software

THE ESSENTIAL FUNCTIONS OF THE JOB INCLUDE, BUT ARE NOT LIMITED TO, THE DUTIES LISTED IN THE JOB DESCRIPTION.
CHILD'S VOICE RESERVES THE RIGHT TO ADD, DELETE, CHANGE OR MODIFY THE JOB DUTIES

NAME: _____ DATE: _____