



JOB POSTING

Position title: Director of Finance

The Director of Finance is responsible for all areas relating to accounting functions and financial reporting. In coordination with the Chief Financial & Administrative Officer (CFAO), this position is responsible for the financial health of the agency.

Duties and Responsibilities

- Oversee and/or prepare invoices, checks, account statements and other records and reviews for accuracy.
- Processes revenue receipts deposited by to Accounting Clerk.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions in accordance with Generally Accepted Accounting Procedures.
- Complete various inter-company accounting transactions and monthly reconciliation of inter-company accounts.
- Oversee and/or prepare monthly billings and invoicing for various government and private entities.
- Verify and post transactions in the financial database.
- Reconciles bank statements, AR and AP monthly; report discrepancies and problems; reviews computer printouts against manually kept ledgers and makes corrections.
- Compiles and create documents required by auditors.
- Collects appropriate data and prepares state and local reports.
- Verifies salary allocations by programs and approves payroll processed by PEO.
- Manage fixed assets and depreciation.
- Prepare comprehensive accurate and timely financial reports, to include internal/external reporting requirements reports to summarize current Agency financial position.
- Maintain financial reporting systems.
- Performs monthly reconciliation of accounting records with donor database.
- Oversee all aspects of reviewing insurance policies, coverage, records, billings, claims and serving as the primary liaison to the insurance broker(s).
- Maintain records of all contracts and leases.
- Directly supervises the Accounting Clerk.
- Assure adequate records retention of financial records.
- Keep financial procedures and forms updated in coordination with the CFAO.
- Regular attendance during office hours and reliable transportation required.

Requirements: This position requires a Bachelor's Degree in Accounting or Finance and at least one year of related experience. Experience working with MIP/Abila for Non-Profits is required. Experience with a non-profit organization is preferred.

Submit resume and salary requirements to:

Email to hrdept@fcsnashville.org OR

Fax to 615-866-5122 OR

Mail to 2400 Clifton Ave., Nashville, TN 37209

EOE M/F/D/V