



**FAMILY ELDERCARE**  
**Director of Finance**  
**Job Description**

Job title: Director of Finance	Reports to: Chief Executive Officer
Program: Administration	Work Location: Rutherford Office
Position Status - Full-time FLSA Classification - Exempt	Salary Range - Starting at \$93,644

The **Director of Finance** reports to our Chief Executive Officer, serves on our Leadership Team, and oversees procurement and purchasing. They are responsible for all aspects of financial planning and reporting for the organization and contributes to development of strategic goals.

**Essential Duties and Responsibilities:**

- Direct and administer all financial plans
- Oversee finance and accounting practices, ensuring adequate internal controls
- Oversee and support finance team.
- Oversee and support administrative and IT staff.
- Review, prepare, analyze, and explain financial reports in a timely manner
- Support and advise CEO in financial decision making
- Lead and support the annual budgeting process
- Oversee financial audits, including financial statement and retirement plan, and regular monitoring audits by funders
- Provide financial oversight and monitoring, including cash flow and investment management
- Ensure that relevant financial data is presented to CEO and leadership team in a timely manner
- Work with leadership team and grant manager to generate accurate distributed payroll costs to relevant program and fund codes
- Oversee payroll processing, tax reporting, and compliance; file Form 990 and 5500 in a timely manner
- Oversee financial reporting and compliance for Governmental Contracts
- Direct risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements
- Procure, monitor, and manage business insurance
- Collaborate with information technology resources, ensure ongoing maintenance and updating of information systems and infrastructure, including hardware and software applications
- Support organizational and strategic initiatives
- Contribute to Leadership Team initiatives
- Perform special projects as assigned

**Minimum Education, Skills, and Experience:**

- Bachelor's degree in Finance, Accounting, or Business Administration
- 10+ years' financial management experience; 5+ in community nonprofit industry.
- 7+ years' supervising accounting/finance staff and providing direction that produces productive and efficient operations
- Proven experience in budgeting and fund accounting for nonprofits; MIP preferred
- Proficient in Microsoft Suite, Outlook, MIP/Sage
- Ability to provide leadership, mentor staff, and supervise performance of assigned staff.
- Experience with a single audit.
- Experience with Government contracts (Federal/State/County/City).
- Experience with affordable housing financial operations a plus.
- Ability to pass a criminal, financial, and motor vehicle driving background check.

**Working Conditions/Physical Requirements:**

- Ability to work in an office setting with significant amount of time spent on computer.
- Ability to drive to external locations for company business as needed.
- Ability to interact with clients, volunteers, staff, family, and outside community partners.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

**Competencies:**

- Commitment to Family Eldercare's mission, vision, values, and programs with ability to convey that information.
- Working knowledge of applicable local, state, and finance and payroll regulations.
- Interact with colleagues and represent agency in a professional and favorable manner.
- Strategic, creative, and critical thinker.
- Technology savvy; advanced proficiency in accounting and payroll software.
- Ability to work productively in a dynamic environment in a non-profit organizational structure.
- Commitment to promoting diversity, equity, and inclusion in the organization.

