

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Director- Business and Finance
Program:	Administration
FLSA Class:	Exempt
Position Accountable to:	Executive Director
Position(s) Accountable for:	Administrative Support Staff
Purpose of Position:	To develop and manage all business and finance activities for the agency
Educational Requirements:	Minimum B.S. in Business or Public Administration with a specialization in accounting
Experiential Requirements:	Minimum of five years of experience in accounting supervision, preferably in a non-profit environment
Additional Training required	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Provisional Employment Period	6 months

Capabilities/Skills:
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible, respectful and dependable.</p> <p>Excellent verbal, written communication and computer skills, including knowledge of word processing and spreadsheet software.</p> <p>Must have the ability to travel.</p> <p>Must successfully pass a pre-employment drug screening.</p> <p>Must have an acceptable Criminal Investigation Background (CIB) check, may be required to have a Child Protective Services (CPS) check.</p> <p>Must be eligible to meet requirements of the WV STARS career pathway.</p> <p>May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s) as needed or requested.</p>

Ability to engage effectively with the public and community.

Provide direct/appropriate feedback.

Able to evaluate and/or prepare financial and statistical reports in a timely manner.

Ability to adapt, troubleshoot and present solutions in a fluid work environment.

Perform assignments efficiently and accurately with attention to detail.

Be a supportive and productive role model for agency and programs.

Ability to facilitate group activities.

Possess advance knowledge of business and accounting practices.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep Executive Director informed on all relevant matters.

Work effectively within a diverse environment.

Participate in monthly management team meetings and committee meetings as needed.

Travel and have access to dependable transportation and personal credit card.

Be a resource to Board of Directors.

Staff Supervision

Conduct interviews, make recommendations for employment; train, supervise, and evaluate administrative support staff. Implement progressive disciplines as needed in conjunction with Executive Director for staff positions which accountable (see above); facilitate the development of the Individual Staff Development Plan.

Schedule staff and approve bi-weekly timesheets for payroll and leave forms and submit to RVCDS payroll.

Approve monthly transportation and travel reimbursement requests and submit to RVCDS payroll.

Approve overnight travel requests and reimbursement and submit to RVCDS payroll.

Program

Participate in long term planning for agency.

Assist in development and implementation of policies.

Conduct monthly staff meetings and facilitate professional development.

Business Administration:

Maintain all applicable licenses and certificates.

Negotiate and maintain health, property and liability insurance plans.

Control payment of all taxes.

Ensure compliance with all applicable tax laws.

Manage general office operations (security, custodial, telephone systems, etc).

Manage contracts with funding agencies.

Finance:

Prepare budgets for Board for Directors and funding agencies.

Prepare and present periodic financial reports as required.

Communicate directly with the Board treasurer as needed.

Develop indirect cost plan.

Facilitate annual audits.

Develop, maintain and implement internal controls and fund accounting systems.

Maintain agency general and subsidiary ledgers.

Oversee receivable, payable and payroll and procurement functions.

Control cash flow.

Computer Technology:

Supervise and assist in developing and maintaining technology and networks.

Develop and utilize software programs for record keeping, reporting and retention.

Make recommendations on policies pertaining to technology.

Train staff on use of technology and software.

Any other duties as assigned by Executive Director.

Signature

Date