

# River Valley Child Development Services

Providing quality services and support to children, families, and the early childhood community.



## Job Description

### **Title: Director of Finance**

**Program:** Administration

**Project/Unit:** Accounting

**Service Area:** N/A

**Worksite:** 611 7<sup>th</sup> Avenue Huntington, WV 25701

**Travel:** Up to 10%, statewide

**Reports to:** Executive Director

**Direct Reports:** Accounting Supervisor  
Accounting Assistant (2)  
Purchasing Agent

**FLSA Status:** Exempt

**RVCDS Classification:** Full-Time

**Scheduled Hours/Week:** 40

**Scheduled Months/Year:** 12

**Overtime:** N/A

**Management Level:** Executive

**Provisional Period:** 6 months

**Effective Date:** 4/22/2022

### **Position Summary**

Under the direction of the Executive Director, oversee and manage the agency's financial operations and accounting department, and serve as a member of the agency's executive management team.

### **Position Functions and Duties**

#### **Essential Functions**

- Direct the day-to-day accounting operations of the agency.
- Prepare, analyze, and present financial reports.
- Financial management of grant funding.
- Draft and oversee the annual agency budget, including the indirect cost plan.
- Manage agency cash flow and forecasting.
- Coordinate and lead the annual agency audit process.
- Oversee the creation and implementation of internal control policies and procedures.
- Oversee the agency accounting software.
- Keep food and labor cost on file for CACFP.
- Provide supervision and management of the accounting department and staff.

#### **Marginal Functions**

- Draft and oversee the agency accounting manual/financial plan.
- Ensure compliance with all tax laws and control payments of all taxes.
- Oversee agency commercial insurance policies.
- Monitor agency procurement policies and procedures.
- Any other duties as assigned.

### **Position Qualifications**

#### **Knowledge**

- Agency policies, procedures, and practices.
- Business and management principles, including strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Customer service principles and practices.
- Federal, state, and local laws, legal codes, regulations, and guidelines related to non-profits and agency programs.
- Generally accepted accounting principles.
- Grant and budget management.
- Microsoft 365 products.
- WV Non-Profit Association principles and practices.
- Payroll laws (federal and state).
- Purchasing regulations and processes as defined by federal OMB regulations.

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### Skills

- Analytical
- Critical Thinking
- Management
- Organizational
- Supervision
- Technology

### Abilities

The employee must be able to:

- Adapt effectively to changing work needs, conditions, and responsibilities.
- Be resourceful by finding, reading, interpreting, and utilizing information.
- Examine data and reliable information to understand issues, draw conclusions, and solve problems.
- Guide, direct, and motivate others.
- Pay attention to detail.
- Plan and manage work, duties, and responsibilities.
- Provide excellent customer service.
- Recognize and maintain confidential information.
- Support and promote the agency's mission, vision, and values to accomplish program goals.
- Think critically and make effective decisions.
- Update and utilize relevant knowledge.
- Utilize technology to enter, retrieve and process information, and communicate electronically.
- Value diversity and inclusion.
- Work independently and in a team environment.

### Education

- **Preferred:** Master's Degree in Accounting
- **Minimum:** Bachelor's Degree in Accounting
- **Waiver Option:** N/A

### Experience

- **Preferred:** 10+ years with non-profit accounting, grant management, supervision, preparing financial statements, implementing GAAP, developing, and managing budgets
- **Minimum:** 8-10 years with non-profit accounting, grant management, supervision, preparing financial statements, implementing GAAP, developing, and managing budgets
- **Waiver Option:** N/A

### Employment Conditions

#### Required Certificates, Certifications, Licenses, and/or Trainings

- CPA Certification preferred - pre-hire
- Valid driver's license, vehicle insurance and registration - post-hire

#### Work Environment and Physical Demands

Work is primarily performed indoors in an office setting with prolonged sitting at a desk and a high frequency of viewing a computer screen and keyboard typing. The noise level in the work environment is usually quiet. Eligible for work-from-home benefit up to two days per week. Frequent face-to-face, electronic, and virtual interactions with internal and external customers. May have to lift and move general office supplies, such as files and boxes of paper.

#### Background Check and other Screenings

- Drug screening – pre-hire
- Background check – post-hire
- Driving record check – post-hire

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### Pay Scale

- BA: \$76,000
- BA+15: \$77,000
- MA: \$78,000
- MA+15: \$79,000
- MA+30: \$80,000

### Disclaimers and Statements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Qualified individuals with disabilities may be granted reasonable accommodations to enable them to perform the essential functions.

RVCDS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

RVCDS has reviewed this job description to ensure that essential functions and marginal duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position as described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and RVCDS reserves the right to change this job description and/or assign tasks for the employee to perform, as RVCDS may deem appropriate.