



Job Title:	Finance Director	Job Category:	Accounting/Facilities
Location:	15999 W. 12 Mile Road Southfield, MI 48076	Travel Required:	5% Local
Department:	Finance	FLSA Type:	Exempt
Reports to:	Executive Director		

**General Summary:** The Finance Director is responsible for the overall management of the business office functions, including general ledger, journal entries, accounts payable, account receivable, payroll, cash management, budgets and long-term debt. Responsible to oversee facilities vendor accounts and communication with vendors.

**Principal Duties and Responsibilities**

- Direct supervision of staff members and provide back-up as needed for
  - Accounts payable
  - Accounts receivable
  - Other accounting functions
  - Other administrative/operational functions
- Prepare and present materials for the Board of Trustees and management team monthly financial statements and clear narratives within 15 days of the end of each month
- Prepare for and coordinate external and operational audits
- Responsible for the preparation of Kadima’s operational and capital budgets, including revenue projections.
- Monitor budget and analyze variances, prepare forecasts and management reports
- Manage accounting information system, including updating and testing; reporting, policies; user training and troubleshooting.
- Update policies, procedures and internal controls for accounting
- Performance financial analysis and complete special projects
- Stay abreast of financial and regulatory changes affecting non-profit operations.
- Maintain communication with board treasurer as requested/needed
- Serve as lead staff for Kadima’s finance committee
- Backup HR Director to setup payroll software and approve payroll
- Monitor cash flow and prepare reports for the executive director at administration meetings to ensure all accounts have needed funds; transfer funds as needed with prior approval from executive director
- Review payroll, payables, receivables, and deposits on a weekly basis.
- Provide financial reports and budgets for current and newly sought grants
- Review Kadima Funds and Endowments to asses spending needs
- Serve as liaison with IT Consultants for all IT support needs
- Assist with risk management by ensuring organizational insurance is adequate and all contractors provide adequate insurance coverage
- Manage multiple vendor relationships, such as IT/printer, janitorial company, landscaper, etc.
- Follow Kadima mission statement, core values and policies and procedures in the Employee Handbook
- Complete all other tasks and duties deemed necessary by the Executive Director.

**Knowledge, Skills, Abilities and Qualifications Required:**

- Minimum of a bachelor’s degree in finance or accounting is required.
- MBA or other master’s degree preferred
- Must have a minimum of five years professional experience working the accounting field
- Experience working within a non-profit organization preferred
- Experience supervising staff required.
- Excellent computer skills and experience in accounting systems, advanced Excel, Intermediate Word, basic Power Point, and Outlook required.
- QuickBooks experience preferred
- Strong project management and organizational skills required
- Superior attention to detail required
- Strong written, verbal and convey information in a variety of constituents preferred
- Ability to maintain confidential information required

**Working Conditions:**

Accommodation(s):

As appropriate and fiscally reasonable.

Physical Requirements: Ability to sit at desk in office working a long period of time looking at a computer monitor.

Ability to walk up and down stairs

Ability to transport self to other facility locations

Environmental Conditions:

Interior office conditions and exterior conditions depending upon weather

This Company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying the position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The described job requirements are subject to change to reasonable accommodate qualified disabled individuals.

**Approvals:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date