



## POSITION DESCRIPTION

<b><u>Position Title:</u></b>	Director of Finance
<b><u>Component:</u></b>	Administration
<b><u>Reports to:</u></b>	Executive Director
<b><u>FLSA Status:</u></b>	Exempt
<b><u>Date Reviewed &amp; Approved:</u></b>	January 2009

### **General Summary:**

Operates accounting functions for the Agency in accordance with generally accepted accounting principles. Primarily responsible for contracts, financial statements, financial reports, budget preparation, audit workpapers and special projects as necessary. Provides oversight of accounts payable and receivable as well as payroll functions.

### **Essential Duties and Responsibilities:**

- Prepares Agency budgets
- Prepares contracts for services and related revisions and financial reports, including working with management to develop service expectations
- Maintains integrity of computerized accounting system
- Oversees, reviews and provides backup assistance with payroll, accounts payable and accounts receivable functions
- Oversees preparation of monthly adjusting journal entries and year-end audit work papers
- Plans and manages audit
- Prepares monthly internal financial statements
- Prepares PNMI cost reports and rate setting proposals
- Report to directors and managers on a monthly basis the financial status of their programs
- Prepare materials for quarterly Finance Committee meeting
- Performs other special projects as requested
- Trains reporting staff and appropriately fosters their professional growth and development. As appropriate, assists in hiring reporting staff.
- Conducts timely performance evaluations of reporting staff.

**Performs all other duties as may be assigned.**

### **Confidentiality:**

On an ongoing basis strictly adheres to all Day One, Federal and State policies and procedures regarding the confidentiality of client, employee and Agency information.

**Supervisory Responsibilities:**

Provide management and leadership to Accountant and Billing and Receivables Coordinator. Manage, hire, train and evaluate staff effectively, including appropriately fostering professional growth and development of staff, and conducting timely performance appraisals.

**Physical Environment:**

Most duties will be performed in Day One’s Administrative Office. Some travel required to other Day One locations as well as to outside events.

**Physical Effort:**

Physical effort commensurate with routine office work and with extensive use of computer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Requirements and Skills Needed for Position:**

- Minimum of Bachelor’s Degree in accounting
- Minimum of five years experience in related accounting position with supervisory experience
- Demonstrated ability to supervise and lead staff effectively.
- Excellent verbal, written, and interpersonal communication skills
- Excellent critical thinking, organizational and time management skills
- Demonstrated ability to work with diverse systems.
- Computer literacy with standard business applications required; including automated accounting systems, spreadsheets and database management.

To perform this job successfully, an individual must be able to perform each principal duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed and approved:

\_\_\_\_\_  
David J. Faulkner  
Executive Director

\_\_\_\_\_  
Date

I have received a copy of my job description. I have read and understand it.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name