

### **Director of Finance Job Description Updated May 2020**

The Director of Finance is responsible for assisting in the direction of the financial and accounting activities of the Workforce Development Board. Activities include processing of fiscal functions of the board in accordance with Generally Accepted Accounting Principles (GAAP) issued by the Financial Accounting Standards Board and other state and federal regulatory and advisory organizations and in accordance with financial management techniques and practices appropriate within the nonprofit industry.

#### **Essential Functions**

- Daily transaction processing including invoices, payroll, general transactions and others
- Contribute to annual budget creation and assist with preparation of the Integrated Budget for inclusion into the annual Business Plan
- Prepare financial status reports as required to funding agencies
- Prepare Close-Out reports for all funding sources
- Work in conjunction with staff to develop budgets for grant applications
- Monitor spending issues relating to budget or regulations
- Prepare all sub-recipient contracts for review, approval and required signatures prior to vendor engagement
- File contracts for vendors and monitor for compliance
- Assist with fiscal monitoring of sub-recipients of WIOA funding
- Assist with development of and monitoring of policies and or procedures for accounting manual and procurement manual
- Perform monthly bank reconciliation
- Perform payroll functions as directed
- Generate or sign-off on all purchase orders and vouchers for fiscal approval
- Assist Federal, state monitors and independent auditor on all matters related to Fiscal Monitoring and Annual Audit and file appropriate paperwork including 990, Form PC, tax-exempt certificates, etc. Resolve any issues with written responses as required.
- Maintaining compliant files for the organization
- Participate in DCS sponsored fiscal meetings for all WIOA fiscal agents
- Participate in local staff meetings including board and committee meetings
- Maintain currency with federal, state, and local nonprofit and accounting laws, rules, and regulations
- Other duties as directed by the Chief Executive Officer/Executive Director
- This position reports to the Chief Executive Officer/Executive Director

#### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

#### **Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**Position Type and Expected Hours of Work**

This is a full-time exempt salary position. The position hours are typically during normal operating hours, but may frequently work non-standard hours due to the nature and requirements of the position and is eligible for remote and flexible work arrangements.

**Travel**

A moderate amount of travel is expected for meetings.

**Salary Range**

Grade VIII Step 1 \$54,017.60 to Grade VIII Step 10 \$69,451.20 depending on experience and performance

**Required Education and Experience**

1. Associate's degree in Accounting or a Bachelor's degree in Accounting or a related field
2. Experience with or demonstrated knowledge of nonprofit accounting and finances
3. Demonstrated knowledge and experience with QuickBooks and Microsoft Office platforms

**Preferred Education and Experience**

1. MBA or similar
2. CPA or similar
3. Previous experience working with Department of Labor or Executive Office of Labor and Workforce Development standards

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Applicants should apply to:**

MassHire Greater New Bedford Workforce Board  
1213 Purchase St Box 11  
New Bedford, MA 02740  
Or via email to [deborah@masshiregreaternewbedford.com](mailto:deborah@masshiregreaternewbedford.com)