



United Way of the Lowcountry, Inc.

Job Title: Director of Finance and Operations
Department: Operations
Reports to: President / CEO
Status: Exempt, Full-Time
Date: 7/10/23

Position Summary

This position is responsible for the financial management and safeguarding of the assets of the organization. Primary areas of activity include accounting, cash management, financial planning, budgeting, treasury, audit, insurance, compliance, external reporting, interaction with volunteers, donors, agencies, other United Ways, the Finance Committee, Audit Committee, Endowment Committees, various ad-hoc committees. This position is also responsible for filing reports for all federal grants.

The Director of Finance and Operations will also be responsible for Human Resource management for the organization. This includes, but is not limited to, onboarding new staff, implementing policy, staffing, training & development, payroll, benefits administration, and operations management in support of financial and human resources needs of the organization.

Primary Responsibilities:

Finance

- Develop and manage systems of internal control, while maintaining data integrity and compliance with applicable accounting standards.
- Responsible for general accounting and grants management finance functions, including processing of grant billings, payroll, accounts payable and bank deposits.
- Provide financial reports, accounting analysis and other relevant information for grant audits, annual financial audit, IRS 990 filing and other financial reporting requirements.
- Process disbursements, journal entries, monthly account reconciliations, and monitor reconciling items for timely resolution.
- Provide cash flow analysis.
- Recommend improvements to department processes, reporting and/or software to improve functionality and increase efficiencies.
- Preparation and analysis of organization financial statements.
- Review adequacy of agency net assets and cash reserves.
- Development of the annual internal operating budget and assist with annual budget management and analytic review of budget vs. actual.

- Provide lead staff support to the Finance and the Endowment / Investment Committees.
- Prepare all materials for board and board committee meetings and present summary of financial information to the board of directors.
- Track designations to member and non-member agencies.

Human Resources

- Manage a comprehensive human resources program, including training, development assessment, goal setting, planning and evaluation, along with implementation of effective performance evaluation programs.
- Provide oversight and development of the employee compensation and benefits program to include research of qualified plans, maintenance of all benefits and any records and required forms as needed.
- Monitor and enforce personnel actions in accordance with the established policies, procedures, rules, regulations and state, federal and local laws.
- Maintain payroll records and necessary tax forms with respect to total confidentiality.
- Responsible for coordination and facilitation of hiring process and orientation.
- Maintain retirement records, monitor monthly investment transactions, review the yearly plan audit by working closely with the plan administrator.
- Maintain vacation and paid time off records for all staff.
- Handle day-to-day Human Resources tasks.

Grant Administration

- Monitor and account for grant awards to ensure proper tracking of funds in accordance with grant requirements and donor restrictions.
- Support program managers need in relations to grant budgeting, financial reporting and forecasting activity.
- Coordinate all financial account needs to include, bank account relationships for grants and appropriate reporting.

Facilities and IT

- Manage facilities of building for any maintenance contracts or repairs that are needed.
- Manage IT related issues with the contracted vendor.
- Other duties as assigned.

Key Competencies:

- Bachelor's degree required, preferably in finance, accounting, business management or related area with a minimum of 5 years of experience in accounting, auditing, and federal grant accounting.
- Financial statement preparation and analysis.
- Strong understanding of internal controls systems.
- Advanced skills in accounting systems, CRMs, Excel, and working knowledge of other MS Office products such as Word and PowerPoint.
- Advanced analytical, reasoning, and complex problem-solving skills.
- Leadership and project management skills necessary to bring about change and adapt to increasing or changing functional requirements.
- Superior organizational, interpersonal, written, and oral communications skills.
- Ability to multi-task, meet deadlines, work independently and set priorities.
- High level of integrity and ethics.
- Proven comfort level with learning new software applications and systems as necessary.

Other Requirements:

- Valid South Carolina driver's license, proof of auto insurance coverage,
- Knowledge of non-profit sector and social service sector.
- Professional demeanor and appearance.

WORK ENVIRONMENT

Must be able to work a flexible schedule with the possibility of occasional early morning, evening, and weekend work.

The physical demands described here are representative of those that must be met by an employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, talk, and/or hear. Continual use of the hands with wrist and finger movement using a keyboard is required. Specific vision abilities required by this job include long hours viewing a computer monitor screen and occasionally lifting up to 25 pounds.

UNITED WAY CORE COMPETENCIES FOR ALL STAFF

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Acknowledgement:

I have received a copy of this position description. I understand, I may be asked to perform responsibilities and duties not listed in the description and management may change the description at any time, according to United Way of the Lowcountry's needs.

Signed:	Date:
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