

## **The Arc of Anchorage**

**POSITION TITLE:** Director of Finance

**REPORTS TO:** Executive Director

**STATUS:** Exempt

### **SUMMARY OF JOB FUNCTIONS:**

The Director of Finance directs and coordinates the agency's financial and investment planning, accounting practices, business functions, its fiduciary relationship with state agencies and the financial community. Develops and implements the agency's finance and business policies and procedures.

### **MEASURABLE PRODUCTION GUIDELINES:**

- Ensure all local, state, and federal laws, regulations and guidelines are followed as they pertain to financial functions.
- Evaluates the agency's financial position and issues periodic reports on financial stability, liquidity, and growth as directed.
- Directs and coordinates the development of the agency and program budgets.
- Keeps financial records and prepares monthly financial Board reports.
- Monitors all program expenditures, and makes recommendations to the Executive Director concerning agency budget.
- Ensures all financials of grant reports are completed within established timelines.
- Accomplish requested tasks from the Executive Director within assigned timeframes.

### **QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

The Director of Finance directs and coordinates the agency's financial and investment planning, accounting practices, business functions, its fiduciary relationship with state agencies and the financial community. Develops and implements the agency's finance and business policies and procedures.

#### **COMMUNICATION SKILLS:**

Ability to communicate clearly and concisely both orally and in writing. Ability to write and analyze electronic spreadsheets, financial statements, and business reports.

**EQUIPMENT:**

Proficiency with IBM computer, Microsoft Excel, and accounting software.

**CERTIFICATIONS AND CLEARANCES:**

Valid Alaska driver's license; proof of auto insurance. Background check, TB test.

**KNOWLEDGE:**

Knowledge of principles, practices, and methods in the following areas: accounting, auditing; financial administration; operations procedures and data processing; budget preparation, program analysis, and revenue forecasting; reports required by state, federal, and granting agency regulation.

**ESSENTIAL JOB FUNCTIONS:**

- Oversees and directs treasury, budgeting, audit, tax, accounting, purchasing, real-estate, long range forecasting, and business related insurance activities for the agency.
- Supervises the Accounting Department, and ensures all duties are performed according to general accounting principles applicable policies and procedures.
- Manages procedures and computer application systems necessary to maintain proper records and to afford adequate accounting controls and services.
- Acts as custodian for funds, securities, and assets of the agency as approved by the Executive Director.
- Consult legal counsel as needed concerning contracts and other fiduciary functions as directed by the Executive Director.
- Provides consultation for the development of the annual budget for each program and the agency.
- Monitors all agency program expenditures, and makes recommendations to the Executive Director concerning agency budget.
- Appraises the agency's financial position and issues periodic reports on agency financial stability, liquidity, and growth.
- Coordinates tax reporting programs.
- Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
- Directs and analyzes studies of general economic, business, and financial conditions and their impact on the agency's policies and operations.
- Analyzes operational issues impacting functional groups and the whole agency, and reports their financial impact to the Executive Director.
- Evaluates and recommends business partnering opportunities.
- Directs control of budget upon its approval by the board of directors, including collection, custody, disbursement, accounting, and audit of all agency funds.
- Formulates, with Directors and Executive Director, policies and procedures governing financial relations with consumers.
- Negotiates with lending agencies, for agency loans as directed.

- Develops and/or reviews financial related contracts for approval by the Executive Director.
- Participates in training, in-services, and staff meetings.
- Provides leadership in services delivery.

**NON-ESSENTIAL:**

- Represents the agency in the community, as directed by the Executive Director.

This Job Description does not list all of your job duties. Occasionally your supervisor or manager might request that you perform other reasonable duties. Review of your performance is based on your performance of the duties listed in this Job Description and these other duties. The Arc reserves the right to revise this Job Description at any time. This Job Description is not a contract for employment. Therefore, either you or The Arc may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

---

Employee Signature

---

Date