

## **Job Title: Director of Finance**

**Reports To:** President/Chief Empowerment Officer

**Position Type:** Full-Time, Exempt

### **Position Summary:**

The Director of Finance is responsible for providing comprehensive financial oversight and operational leadership for River City Housing. This role manages and implements the full spectrum of financial activities, from daily operations to high-level strategic planning, administration, and grants management functions.

### **Key Responsibilities:**

#### **Financial Management:**

- Implement all financial transactions, ensuring timely and accurate processing, including processing accounts payables and accounts receivables, reconciling bank statements, handling payroll, making bank deposits and making general ledger entries.
- Analyze and present accurate and timely financial reports, including monthly and annual statements.
- Oversee financial, project, program, and grant accounting processes, ensuring compliance with GAAP and funder requirements.
- Coordinate and lead the annual audit process, including federal “Single Audits” if required, serving as the primary liaison with external auditors and the Finance Committee.
- Develop and monitor annual operating budgets in collaboration with the President.
- Manage organizational cash flow, forecasting, and liquidity to ensure financial health.
- Implement and improve financial policies, procedures, and internal controls.
- Maintain accurate tracking and reporting of restricted funds, grant budgets, and donor contributions.
- Present financial reports and critical financial matters to the Finance Committee and other stakeholders.
- Ensure accurate and timely filing of tax returns, including Form 990, and manage compliance with applicable laws and regulations.

#### **Grants Management:**

- Track and ensure compliance with all grant requirements, including financial reporting and deliverables.
- Prepare and submit invoices and funding requests to grantors.
- Support the preparation of competitive grant applications and funding proposals.

**Administration:**

- Work transparently with external partners, vendors, and consultants to support organizational operations.

**Board and Committee Support:**

- Serve as staff liaison to the Finance Committee, preparing and presenting financial data for analysis and decision-making.
- Collaborate with the President and Executive Committee on strategic financial matters.
- Provide logistical support for meetings, including preparing and distributing materials.

**Risk Management:**

- Evaluate and recommend appropriate insurance coverage for the agency.
- Act as the primary liaison for risk management and claims processing, and handle all the renewals.

**Technology and Systems Management:**

- Oversee financial and donor database systems, ensuring accuracy, functionality, and security.
- Manage IT-related financial software updates and integrations.

**Special Projects:**

- Lead and participate in organizational initiatives and operational improvements as needed.

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**Qualifications:**

- **Education:** Minimum of a Bachelor's degree in Accounting, Finance, Business Administration, or a related field; a CPA is preferred.
- **Experience:**
  - Minimum of 3-5 years of progressive financial management experience, with at least 3 years in a leadership role.
  - Strong familiarity with non-profit accounting, including grant and restricted fund management.
  - Proficiency in QuickBooks and financial reporting tools.
  - BuilderTrend construction software and/or construction accounting a plus.
- **Skills:**
  - Exceptional analytical, organizational, and problem-solving abilities.
  - Strong communication and interpersonal skills to collaborate with coworkers and external partners.

- Detail-oriented with the ability to manage multiple priorities and meet deadlines.
  - Self-starter and self-directed.
  - Concern with the rights and needs of people who are low-income, especially as related to housing.
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### **Work Environment and Physical Demands:**

The physical demands and work environment described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, see, reach, stoop, and use hands and fingers to operate a computer, telephone, and keyboard.
  - Specific vision abilities required by this job include close vision requirements due to computer work.
  - Light to moderate lifting may be required.
  - Regular, predictable attendance is required. Schedule can become flexible over time.
  - Ability to sit at a computer for an extended period.
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### **Compensation and Benefits:**

Exempt, salaried, full-time position \$75,000 - \$90,000 per year, commensurate with experience.

Benefits include retirement benefits, health, dental, vision and long-term disability insurance, holiday pay and generous paid time off.

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### **Equal Opportunity**

River City Housing will not discriminate against any employee on the basis of race, religion, color, gender, national origin, familial status, age, disability, gender identity or expression, sexual orientation or any other basis made illegal by the laws of the United States, the Commonwealth of Kentucky or Louisville Metro Government.