

Child and Family Charities
Full Time Posting
Director of Finance

We are looking for an experienced Director of Finance to oversee all financial aspects of business and drive the agency's financial strategy and planning. This position will be responsible for assessing the financial performance of the agency as well as possible risks and investments all while preparing reports for management on the agency's financial status to make important decisions about future investments or budgets accordingly.

Requirements and skills

- MS/MA in accounting, finance or relevant field
- CPA or other relevant qualification is a plus
- Proven experience as director of finance or similar role
- In-depth knowledge of corporate finance and accounting principles, laws and best practices
- Solid knowledge of financial analysis and forecasting
- Proficient in the use of MS Office and financial management software (e.g. SAP)
- An analytical mind with a strategic ability
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities

Responsibilities

- Drive the financial planning of the agency by analyzing its performance and risks
- Retain constant awareness of the agency's financial position and act to prevent problems
- Set up and oversee the agency's finance software applications
- Set targets for and supervise all accounting and finance personnel
- Prepare for financial/single audit and internal control operations
- Prepare timely and detailed reports on financial performance
- Conduct analysis to make forecasts and report to the CEO and Board of Directors
- Ensure adherence to financial laws and federal and State guidelines

Resume and Cover Letter:

Liz Gonzalez, Director of Administration
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We are an Equal Opportunity Employer. In our agency and the communities we serve we celebrate and value diversity, equity, and inclusion.