
COMMUNITY FIRST FUND TEAM MEMBER PROFILE

Date: 09/2020

Name: Vacant

Position/Title: Director of Finance

Department: Finance Reports To: SVP, Chief Financial Officer

Salary Band: Management & Oversight

CHARACTERISTICS

- Organized/ Efficient
- Approachable
- Analytical
- Independent/ Self-motivated
- Adaptable and Strategic Leader
- Ethical
- Goal Oriented
- Conscientious
- Self-starter
- Self-awareness
- Learning mindset
- Performs well in a fast paced work environment
- Supportive
- Curious
- Creative

SKILLS

- Proficiency in Microsoft Products; with strong skills in Excel.
- Capacity to learn departmental software systems and databases, including but not limited to Financial Edge, HRIS, The Exceptional Assistant (TEA) and cloud based programs like Microsoft 365.
- The ability to maintain a high degree of accuracy and attention to detail.
- Ability to work independently.
- Strong written and verbal communication skills.
- Strong analytical skills.
- Ability to work effectively with racially and socially diverse individuals.

EXPERIENCE

- Bachelor's degree or commensurate experience in business, accounting, or data related fields.
 - Five years of professional experience within a multi-faceted accounting department
 - Workflow management experience
 - Five years of supervisory experience
 - Experience with SBA reporting preferred
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ROLE:

The Director of Finance is charged with supporting the financial reporting needs of the organization, including asset liability management, financial modeling, budgeting, and forecasting. The position is responsible for managing a team to ensure the underlying financial records are accurate and complete. The position is also responsible for oversight of the loan accounting systems, cash management, insurance, and carries primary responsibility for all financial SBA reporting. In addition, the position is responsible for periodic reporting to funders and investors. The Director of Finance supervises the Controller.

RESPONSIBILITIES:

1. Manage and Contribute to Accounting and Treasury Workflows
2. Accounting Management
3. Leadership and Management of the Finance Department
4. Individual, Team and Company Participation

EXPECTATIONS:

1. **Manage and Contribute to the Accounting and Treasury Workflows**
 - a. Cash receipts
 - b. Loans receivable, including periodic tax reporting
 - c. Preparation of month end closing and journal entries
 - d. Financial reports
 - e. Reporting to funders and investors
 - f. Profitability, interest rate risk, liquidity risk
2. **Accounting Management**
 - a. Ensure the departmental goals of providing accurate, complete and timely data and reports are consistently met
 - b. Oversee and contribute to the maintenance of loan accounting software including billing, ACH payment processing, payment entry, delinquency management and reporting
 - c. Ensure documentation of Accounting processes and procedures is created and maintained
 - d. Oversee cross training of all Accounting functions
 - e. Oversee with the annual audit process
 - f. Oversee the establishment and maintenance of internal financial controls
 - g. Oversee property management and insurance requirements
 - h. Ensure SBA reporting is timely and accurate
3. **Leadership and Management of the Finance Department**
 - a. Provides day to day supervision, training and evaluation to members of the Finance Department.
 - b. Ensures all staff are adequately trained to perform requisite duties.
 - c. Provides inspirational leadership consistent with our mission.
 - d. Adheres to supervisory requirements including recruitment, coaching, and other policy oversight.

- e. Attend the Board Finance Committee and assist with preparation of materials to include financial performance, compliance reporting, asset liability management, and minutes.
 - f. Participates in strategic planning efforts.
4. **Individual, Team & Company Participation**
- a. Quarterly Coaching Sessions and Annual Review Meeting
 - b. Department Meetings
 - c. Senior Management Team
 - d. Supports other departments by providing reports and information as needed.
 - e. Opportunities Meeting, Quarterly Business Meeting, Sales Rally
 - f. Participate in training, assessments and surveys as directed
 - g. Special Events Attendance & Support

Physical Demands

The physical demands described here are representative of those that must be met by an employee 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 is frequently required to stand, sit, talk and hear.
- The employee is occasionally required to move about the office; use hands and fingers to feel, handle, or operate office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is performed primarily in an office or client business setting. The noise level in the work environment is moderate.
- Travel in a wide geographic area is required approximately 5% of the time. Employee must hold a driver's license and able to drive, and able to travel outside of the office for meetings, conferences, client visits and other job-related commitments.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The team member profile does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.