

Finance Director

Work schedule:

Full Time Monday – Friday 8:30am -5:00pm

Benefits:

Competitive Benefits for Full Time Employees Include:

- Health, Dental, Vision, Life, Short Term, and Long-Term insurance coverage
- Paid Time off accrued each month
- Overtime pay for specified holidays
- Retirement Plan with company match
- Credit Union membership
- Telemedicine membership giving 24/7/365 access to a doctor for minor illnesses
- Variety of staff team building events
- Training and certification provided

Company information:

New Foundations Home for Children is a private, nonprofit treatment agency specializing in caring for emotionally troubled children, adolescents, and families. The Council on Accreditation nationally accredits us. New Foundations provides an array of programs to meet the increasing demands for quality children and family services.

Our Vision

It is our sincere goal to secure the future for children and families by doing whatever it takes to serve at-risk children and families. With that goal in mind, New Foundations offers both intervention and prevention services. Services include several programs of residential care as well as programs designed to work with children and families on an outpatient basis or in their home environments.

Summary/Objective

Under limited supervision, oversees finance department for the agency to ensure financial integrity of operations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the assigned and essential functions.

1. Manages all aspects of the Finance Department operations
2. Works with Federal, State and Local agencies, and Banking entities.
3. Prepares monthly financial statements and presents financials to CEO and program directors
4. Researches and prepares financial documents for grants
5. Manages and completes all aspects of the Accounts Payables functions
6. Manages transfers and balances for all bank accounts
7. Provides supervision to staff accountants concerning Accounts Receivable, Purchasing, and Payroll
8. Works closely with SLT in the annual budget preparation. Prepares budget spreadsheets.
9. Maintains Fixed Assets schedule.
10. Manages and maintains all aspects of accounting duties to ensure accurate accounting records
11. Facilitates annual financial audit
12. Manages and coordinates special projects as needed
13. Perform other duties requested by supervisor

Competencies

1. Accounting knowledge
2. Financial Management
3. Performance Management
4. Ethical Conduct
5. Research, thoroughness, and accuracy

Supervisory Responsibility

Supervises staff. Is responsible for the overall effectiveness of work performance and integrity of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; terminating employees; addressing complaints and resolving problems.

Position Type and Expected Hours of Work

Full-time position, and typical work hours are Monday through Friday 8:30 a.m. to 5 p.m. Some flexibility in hours is allowed.

Required Education and Experience

- Bachelor's Degree in Business, Finance, Accounting, or related field in conjunction with five years of related experience
- Prior supervisory experience

Additional Eligibility Qualifications

- Excellent verbal and written communication skills; excellent problem solving and decision-making skills; ability to work autonomously; group facilitation and leadership skills
- Extensive knowledge of accounting, financial statements, chart of accounts and budgets
- Excellent computer skills with financial software, and MS Office

Training Requirements

- On-going specialized training to meet the agency needs are required

How to Apply

Please send applications or resumes and cover letters to:

Lisa Norton, HR Manager – lnorton@newfoundationschildren.com or fax resumes to (864) 840-8168

Only qualified individuals being considered will be contacted for an interview. Meeting minimum job requirements does not necessarily guarantee the applicant will be interviewed or hired. All positions will be filled with the most qualified applicant for the position.