

JOB DESCRIPTION

JOB TITLE: Senior Director of Finance
JOB NUMBER: OM4091
FLSA STATUS: Exempt
CLASSIFICATION: First/Mid Level Officers & Managers
REPORTS TO: Vice President, Finance
SUPERVISES: Yes

JOB PURPOSE:

The Senior Director of Finance directs cost controls and prepares financial analysis of operations, including interim and final financial statements with supporting schedules, for the guidance of management. The Senior Director of Finance is responsible for the company's financial procedures, its accounting practices, the maintenance of its fiscal records, and the preparation of financial reports in accordance with GAAP, and other regulatory and advisory organizations. The position involves supervision over general accounting, property accounting, governmental/grant accounting, cost accounting, and budgetary controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares and present financial data and business plans to the Finance Committee and Board of Directors on behalf of the Vice President of Finance in his/her absence ;
- Performs Treasury Management functions;
- Maintain responsibility for financial operations, including working capital, capital expenditures, debt levels, budget, general and cost accounting;
- Participates in the development of the corporation's strategic plans and programs.
- Manages the Finance Department and offers technical advice to others within the finance discipline;
- Prepares monthly, quarterly, and annual financial reports per GAAP, FASB and provide analysis for agency management;
- Manages multiple financials for multiple corporations across multiple disciplines;
- Evaluates the finance department structure and team plan for continual improvement of the efficiency and effectiveness of the group. Provides individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals.
- Establishes financial procedures and internal controls for the agency and ensures adherence thereof;
- Provides timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Vice President of Finance and other senior executives in performing their responsibilities;
- Responsible for monthly reconciliation and accuracy of balance sheet accounts;
- Responsible for the preparation of the financial forecasting;
- Organizes and plans external audits;
- Evaluates and recommends insurance coverage for protection against property losses and potential liabilities;
- Prepares, directs, and monitors the agency's annual budget process ensuring a financial plan consistent with the agency's strategic goals;
- Prepares reports required by regulatory agencies;

Effective date: 6/15/2010

Replaces: New

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- Conducts annual inventory of all assets;
- Develops reliable cash flow projection process and reporting mechanism which includes minimum cash threshold to meet operating needs and;
- Provides project management oversight of financial system implementations.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Accomplishes all other tasks as appropriately assigned or requested for successful completion of the mission of Goodwill Industries of the Valleys.

QUALIFICATIONS:

- **Experience, Competencies and Education**
Bachelor's Degree (BA or BS) and five to seven years experience in a comparable position of Corporate Controller or CFO in a fast-paced, growth organization required. MBA and CPA preferred. Experience directing the consolidation activities of multiple corporations; and experience with government contracts. Candidate must demonstrate effective leadership skills and the ability to function independently.
- **Language skills**
Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and Finance Committee.
- **Mathematical skills**
Ability to calculate ratios, DSO's, inventory turns, and other financial statistics when required.
- **Reasoning ability**
Ability to apply principles of logical or ratio thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (Formulas, ratios equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
- **Other**

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid State of Virginia driver's license and proof of insurance required to drive personal car on company business. _____
- Additionally, 3+ point DMV record required to drive company vehicle. _____

ACCOUNTABILITIES AND MEASURES

- Accomplishment of assigned tasks

AMERICANS WITH DISABILITIES SPECIFICATIONS:

- **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 individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- **Work Environment**

Work environment characteristics describe 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 not exposed to weather conditions.

RECEIPT OF JOB DESCRIPTION:

This job description has been reviewed with me by my supervisor. Meeting the qualifications as required, I understand and agree to perform the duties as described. A copy of this description has been given to me.

Employee's Signature

Date

Supervisor's Signature

Date

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