

## **Transitions of PA Job Description**

**Position:** Finance Director  
**Supervisor:** Chief Executive Officer  
**Classification:** Exempt

### **Summary**

The Finance Director is proactively responsible for budget development and management of all allocations, income, and expenses of the organization. This position is responsible for the maintenance of all financial records of the organization. The Finance Director supports fundraising for the organization led by the CEO and prepares, analyzes, and interprets financial reports for management and the Board. The Finance Director supervises the activities of the Fiscal/Operations Administrator. The Finance Director is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. This position is full-time, with primarily daytime hours. This is not a remote position; however, there is remote flexibility.

### **Responsibilities**

1. With the CEO, the Treasurer of the Board, and the Finance Committee, the Finance Director prepares the budget of the organization; analyzing spending trends and fiscal information and providing the CEO and Board with recommendations and support information to support responsible decision-making.
2. Prepares a monthly variance report for the CEO and the Finance Committee of the Board; Meets with the Finance Committee on a monthly basis; Meets monthly with the Board of Directors to present the budget status.
3. Schedules and consults with the auditor as the audit for the organization is performed; and at the conclusion, presents the Audit report to the Board.
4. On a monthly basis, manages agency banking, expenditure cost allocation, accounts payable and receivable, grant invoicing, payroll, match tracking, and taxes. Completes budget modifications for grant funding streams as necessary or required.
5. Maintains compliance with all fiscal standards as mandated by each funding source and the agency audit.

6. Reviews insurance options at renewal time with the CEO, evaluating annual expenses, and making recommendations based upon budgetary implications.
7. Provides support and facilitation of preparation of RFPs, collecting and reviewing bids for vendors and contractors for agency needs, including physical site and fixed asset projects.
8. Evaluates cash needs (A/R) and informs the CEO and Finance Committee Chair monthly.
9. Works with the Grants and Compliance Director and CEO in the preparation of grant applications, submitting necessary budget information.
10. Collaborates with management to ensure the quality of Transitions' facilities remains safe and operational by providing oversight for expenses related to facilities maintenance, including routine maintenance, site repairs, and capital projects.
11. Collaborates with management and the Executive Assistant for planning and budgeting of needs related to agency hardware, communications systems, IT infrastructure, and cyber security, including printing equipment.
12. Follows Transitions' bid policies to ensure fairness, quality work, and appropriate cost.
13. Manages services contracts, maintenance of vehicles, and capital projects to ensure compliance with budgets.
14. Supervises the Fiscal/Operations Administrator.
15. Assists in the management of fundraising activities and accounting for such activities.
16. Attends monthly Board meetings and Finance Committee meetings. Presents financial reports to the board at each board meeting.
17. Attends meetings and in-service training.
18. Perform other related duties as assigned and allowable by funders.

## **Qualifications**

1. Preferred: CPA credentials or the equivalent in grants, programs, and fiscal management, and supervisory experience.
2. Required:
  - a. Bachelor's degree in accounting or minimum of four years of experience; and
  - b. A minimum of four years managing the financial matters of an organization or business with multiple sources of revenue.

3. Computer knowledge necessary for the full operation of the fiscal programs in use, including QuickBooks and fundraising software/database.
4. Knowledge of single audit requirements and procedures
5. Must be knowledgeable of domestic violence, sexual assault, human trafficking, and other serious crimes and their impact on victims.
6. Must have experience with public and private grant funding.
7. Must possess knowledge of agency policies and procedures.
8. Must be skilled in budget preparation and writing grant proposals.
9. Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, and internet-based programs.
10. Excellent oral and written communication skills.
11. Successful candidate must meet bonding requirements.
12. Upon hire, must complete 80-hour Transitions' Domestic Violence/Sexual Assault Counselor Training.
13. Must have a valid driver's license, reliable vehicle, and adequate motor vehicle insurance.
14. Must have Act 34, Act 114, and Act 151 clearances.

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Staff Signature

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Date

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Supervisor Signature

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Date

THIS IS NOT AN EMPLOYMENT CONTRACT. MANAGEMENT HAS THE RIGHT TO CHANGE DUTIES, RESPONSIBILITIES, AND WORK SCHEDULES AS NEEDED.