



Southwest Texas Regional Advisory Council for Trauma

JOB TITLE: Director of Finance
DEPARTMENT: Executive / Finance
Salary Range: \$60,000 - \$100,000 (Based on Experience)

GENERAL STATEMENT OF DUTIES:

The Finance Director is a motivated and experienced professional responsible for all financial, accounting and human resources functions. This position is responsible for budget management, financial analysis, payroll, forecasting, accounts payable, accounts receivable, financial reporting, audits, fiscal compliance, bank reconciliations, grant tracking, grant billing and accounting, cash management, financial statements, general ledger and fixed assets. The Finance Director develops and maintains accounting practices and procedures to ensure accurate and timely financial statements. This position addresses tight deadlines and a multitude of accounting activities, year-end audit, intermittent grant audits, 990 and other tax related preparations, and contract management. Additionally, key areas within human resources will be managed by the Finance Director. This position works closely with Executive Leadership, the Board of Directors, Legal Counsel and STRAC Staff to ensure the efficient fiscal operation of the organization.

QUALIFICATIONS:

Education: BA/BS in Business with an emphasis in Accounting, Certified Public Accountant required. Masters Degree preferred.

Experience: At least five years' experience with financial management, reporting, general ledger, indirect, financial analysis, Generally Accepted Accounting Principles (GAAP). Must be Proficient in technology and able to thrive in a complex, fast-paced setting. Must have strong experience with QuickBooks, Microsoft Excel, and Word. Experience with 501c3 Non-Profit Organizations, Federal Grant Management and several income and service line management preferred.

PERFORMANCE RESPONSIBILITIES:

Essential Functions (Job-specific):

- ◆ Participate in development of and support the organization's budget and strategic plans.
- ◆ Monitor the financial performance of the organization.
- ◆ Compile and analyze financial reporting packages for Senior Leaders and Board.
- ◆ Prepare, implement and track annual operating budgets
- ◆ Develop and manage financial controls in accordance with organizational procedures.
- ◆ Manage the preparation of payroll for personnel
- ◆ Prepare and review monthly journal entries and general ledger reconciliations

- ◆ Prepare and enter semi-monthly payroll journal entries and recurring journal entries
- ◆ Reconcile and monitor Line of Credit activity (draws, pay backs and interest).
- ◆ Develop and maintain monthly and yearly closing processes to include systematic reviews, reconciliations and account verifications
- ◆ Maintain accounting system structure, hierarchy and account groupings to reflect STRAC needs
- ◆ Perform billing, cash transfer and support functions for grant, membership, service activities, etc.
- ◆ Prepare and enter accounts receivable entries and general ledger reconciliations
- ◆ Review accounts payable entries and cash disbursement functions and entries, ensuring allocations are made to the appropriate classes/areas
- ◆ Design and coordinate accounting and statistical data to include computing direct and indirect costs
- ◆ Compiles schedules for annual financial audit
- ◆ Participate in preparation and submission of the organization's IRS form 990 and other required tax schedules
- ◆ Prepare 1099's for vendors and independent contractors
- ◆ Assist with development of reports on contracts/grants to outside organizations
- ◆ Monitor fiscal compliance with granting agencies and federal and state regulations
- ◆ Maintain Fixed Asset log and appropriate insurances
- ◆ Perform other duties as assigned

Essential Functions (All employees):

- ◆ Present a positive image of the organization by a neat and professional appearance.
- ◆ Make STRAC members and the public feel respected and welcome.
- ◆ Maintain patient, hospital and EMS agency confidentiality.
- ◆ Contribute to and participate in team and individual efforts to improve the quality of services.
- ◆ Show initiative and judgment in controlling the utilization of resources and fiscal responsibility
- ◆ Attend all mandatory in-services.
- ◆ Comply with policies on safety, hazardous materials, universal precautions, and infection control.
- ◆ Must maintain regular, consistent attendance.
- ◆ Adhere to acceptable standards of business ethics and integrity, and comply with all federal, state and local laws, rules, and regulations in all aspects of business and at all times.
- ◆ Must discuss with all supervised personnel the compliance policies and legal requirements pertaining to the organization.
- ◆ Must discuss with all supervised personnel that strict adherence to compliance policies and legal requirements are a condition of employment.
- ◆ Must disclose to all supervised personnel that disciplinary action up to and including termination may be taken should compliance policies and legal requirements be violated.
- ◆ Attends all necessary meetings and in-services.

JOB RELATIONS:

Accountable to: STRAC Executive Director

Supervised by: Chief of Staff

Supervisor of: Accountant(s) and Payables Clerk

UPGRADINGS AND TRANSFERS:

No formal line of promotion.