

## JOB DESCRIPTION

**Position:** Director of Finance

**Responsible to:** President & CEO

**Location:** Girls Inc. National Resource Center,  
Indianapolis, Indiana

**Background:** Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at [www.girlsinc.org](http://www.girlsinc.org).

**FUNCTION:** Manage all financial and legal affairs of the organization, to include planning, managing, and reporting to the CEO and the board.

## RESPONSIBILITIES:

1. **Financial Management:** Provide leadership to the staff finance office to maintain the integrity of the financial control systems for proper financial reporting, budgeting, payables and receivables, cash flow planning, contractual obligations, and compliance with company policy and law.
2. **Annual Budget:** Prepare and monitor the annual budget based on the organization's annual goals and objectives and departmental spending and income plans and grants. Ensure that budget managers receive the information they need to effectively manage the financial responsibilities assigned to them.
3. **Analysis:** Analyze and interpret fiscal records on a monthly basis:
4. **Board Committees:** Provide staff support and financial reports to the Board's Fiscal Oversight & Audit Committee and the Investment Subcommittee.
5. **Supervise finance and administrative staff.**
6. **Grants Management:** Work with Development and PTS to oversee the compliance with budgets and guidelines on all grants, and submit reports needed to secure a federal overhead rate when necessary.

7. Retirement Plan Administration: Work with the HR Director to provide oversight for the financial record-keeping necessary to maintain the Defined Benefit Plan (frozen) and the 401k plan.
8. Audit Management: Lead the staff team in preparing for and completing the annual audit.
9. Oversee State Charitable Registrations: Work with the outside vendor to ensure that all state charitable registrations are filed where they are required, so that Girls Inc. can legally raise funds in all states.
10. Risk Management and Insurance Coverage: On an annual basis, oversee the staff team in conducting the risk management review and meet as needed with the insurance agent to renew all insurance policies needed by the organization.
11. American Express Corporate Account Management: Manage the relationship with American Express, requesting new corporate cards as needed and ensuring that employee expense reports are filed, with expenses allocated, in a timely way.
12. Legal Review and Relationships: Provide leadership on contract review for the organization. Serve as the staff point of contact for all pro-bono legal relationships, determining when to request their assistance.
13. Investments: Reconciles investment reports from Portfolio Managers and report on them to management and the Investment Subcommittee.
14. Statutory and Corporate Reporting: Oversee the preparation of all corporate and statutorily required reports, to include:
  - a. Federal 990 and all state-tax returns where required.
  - b. Pension annual report/return.
  - c. Pension Benefit Guarantee Corporation.
  - d. Pension and 401k Plan 5500's.
  - e. Property and other state required filings.
  - f. State business entity reports, where required.
  - g. Various financial and other surveys, etc. being used for management and public information purposes.
15. Accounting Principles: Maintain compliance with Generally Accepted Accounting Principles (GAAP) and ensure that the organization operates with adequate internal controls for fiscal accountability and safekeeping of organizational monies.

## **SUPERVISORY RESPONSIBILITIES:**

Staff Accountant, Operations Manager

## **COMMITTEE RESPONSIBILITIES:**

Fiscal Oversight & Audit Committee, Investment Subcommittee, Staff Risk Management Task Force, Staff Retirement Committee.

## **QUALIFICATIONS:**

- Bachelor's Degree, formal education in accounting required. CPA desired, or demonstrated equivalent in education and experience.
- Minimum 8-10 years in accounting/ senior financial management.
- Thorough understanding of nonprofit accounting, bookkeeping, and financial management information requirements.
- Knowledge and experience with fund accounting systems and internal control requirements.
- Experience with grant and financial reporting requirements for pertinent funding sources and regulatory agencies.
- Ability to analyze and interpret financial statements, budgets and forecasts.
- Ability to manage multiple projects and tasks successfully.
- Demonstrated oral and written communication skills.
- Experience and demonstrated ability to work as part of a team and to delegate responsibility.
- Prior experience managing and motivating subordinate staff members.
- Proficiency in the use of information technology - Windows office environment, word processing, spreadsheet, database, Internet, accounting systems. Experience with MIP Non-Profit Fund Accounting system required.
- Commitment to gender equity and the mission of Girls Inc.

## **HOW TO APPLY:**

**Interested applicants should send a resume and cover letter including salary expectations to the link [here](#) no later than September 30, 2017. No phone calls, Please.**

**EQUAL OPPORTUNITY EMPLOYER**

