Position Summary:
The Director of Finance is a member of the SRA Senior Leadership Team. Plans, organizes, and directs the activities of the Department including financial analysis and budgeting, accounting, billing, risk management, and payroll in accordance with generally accepted accounting principles while maintaining compliance with state and federal regulations as well as tracking grant awards in relationship with contracted funds, verifying and tracking due diligence materials, tracking program evaluation indicators and preparing final reports. Leads, supervises, monitors, communicates and directs SRA procurement and purchasing functions to include contract administration and contract budget preparation and management; development of SRA procurement strategies; and contractors’ compliance with SRA’s strategic plan.

Essential Job Functions:

I. Leadership and Supervision
   • Oversees the accounting and financial reporting system to ensure proper design and maintain a system of internal controls that safeguards and protects against errors and fraud to provide accurate accounting and financial reporting.
   • Leads, supervises and trains SRA department staff in all aspects of department functions and compliance regulations.
   • Documents performance as required; writes and delivers yearly SRA Performance Review for department staff on a timely basis.
   • Coaches and counsels staff as necessary to improve and/or maintain performance.
   • Communicates and updates CEO regularly on budget and finance issues of employee, vendor, sub-recipients, and/or providers.
   • Set Fiscal, IT, Contract, Grants and Veteran Services staff annual goals and objectives and monitors minimum quarterly.
   • Ensure the Fiscal, IT, Contract, Grants and Veteran Services staff meet requirements of responsibilities, as stated in the job description.
   • Provides month-end and annual financial reporting for senior staff and the Board of Directors or committees thereof.
   • Fosters teamwork and collaboration amongst all directors and staff.
   • Takes the initiative to work with senior staff in advising how best to manage budget etc.
   • Takes a leadership role in forecasting, analyzing trends and makes financial recommendations to SRA management staff.
   • Participates in the development and execution of SRA Strategic Plan.
   • Oversees the annual operating budget process to be provided annually for review and approval by the CEO and the Board of Directors

II. Fiscal/Accounting/Budget/Financial/Grants Management
   • Maintains MIP Abila Fund Accounting systems, records and documents, including electronic storage media, in accordance with generally accepted accounting procedures and practices in a manner in which sufficiently and properly reflects all receipts and expenditure of funds.
• Disburses funds authorized by the SRA in conjunction with the approved area plan and based on billing and disbursement procedures approved by the DOEA.
• Ensures all SRA invoices and expense reports are processed following the policies and procedures of the SRA on a timely basis and consistently.
• Ensures payroll ledger and labor distribution is accurate.
• Forecasts and makes financial recommendations to CEO and Directors
• Provides monthly updates to senior staff on monthly and YTD expenses vs. budget for coalition.
• Ensures a system of grant/contract management and reporting requirement is in place to track due dates and submissions of same.

III. **Procurement and Purchasing**
• Supervises the process of preparing and reviewing reports and studying contractual trends, publications, and research related to operational trends and strategic program objectives.
• Directs procurement activities including coordinating with other departments to ensure that all phases of procurement operations are aligned with organizational strategy.
• Coordinates activities of contractual entities to ensure continuing operations, maximize returns on investments, and increased productivity.
• Cultivates best in class supplier relationships and performance by researching and qualifying suppliers, products and services.
• Supervises performance of technical analysis of supplier’s proposals, negotiates business and legal terms and conditions with suppliers and reviews and executes contracts.
• Develop the SRA’s procurement process and prepare documents that meet state and federal guidelines.
• Oversees the process of writing, reviewing and processing of contracts.
• Serve as liaison between the Contractors and the SRA.
• Maintains a positive working relation with contractors, vendors, suppliers and the SRA.

IV. **Human Resources (HR) Support**
• Research and provides analysis of recommended salary adjustments based on recognized surveys.
• Advises CEO on fiscal/financial matters relative to SRA HR policies and procedures.

V. **Compliance**
• Performs any additional administrative and fiscal services as indicated in Florida Statutes, the Area Plan, and the Department of Elders Affairs.
• Ensures that all fiscal records of the SRA, as required by the Department of Elder Affairs (DOEA) and subcontractor records are available at all reasonable times for inspection, review, copying, or audit by federal, state or local taxing authorities and representatives of the Comptroller of the State of Florida or the Auditor General of Florida, or other personnel duly authorized by DOEA.
• Conducts fiscal and program monitoring of core contracted providers to ensure contractual compliance.
• Coordinates the SRA’s annual financial compliance audit within nine months of the fiscal year end and ensures timely submission of all required documents.
• Prepares or coordinates the preparation of all federal and state financial reports as required by the DOEA or other sources.
• Provides month-end annual financial reporting for senior staff and the Board of Directors or committees thereof.
• Reviews all invoices received from subcontractors and vendors and examine the accuracy of the
amounts set forth therein prior to submitting such invoices for payment DOEA.

VI. Development/Training/Technical Assistance (TA)
- Attends all mandated state training programs.
- Keeps abreast of all new non-profit financial and budgeting trends.
- Ensures SRA staff is trained in fiscal & procurement SRA policies, procedures and systems.
- Shares with appropriate staff information/knowledge gathered at conferences and/or meetings.

IV. Program Support
- Acts as liaison between DOEA, subcontractors and vendors with respect to financial and procurement matters.
- Creates, prepares and analyzes specialized financial reports for the board.
- Shares appropriate financial/budget information and works collaborative with other SRA directors and senior staff.
- Engages in fraud research and restitution cases and collections in the event the situation presents itself.
- Reviews and approves employee timesheets.
- Ensures department maintains positive working relations with auditors, banks, providers, vendors, state and federal liaisons and SRA employees.
- Oversees and directs all departmental administrative tasks to include follow up on compliance letters and various tracking, etc.
- Develops and maintains SRA financial, budget, and purchasing policies and procedures manuals.
- Conducts the annual inventory of fixed assets.
- Demonstrated supervisory skills sufficient to create and maintain a positive, collaborative environment within and between departments.
- Demonstrated working knowledge of not-for-profit leadership and government rules and regulations.
- Ability to make mathematical calculations and balance a budget.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own and subordinates assignments with little or no supervision.
- Demonstrated time management skills.
- Ability to work collaboratively and foster teamwork amongst cross-functional teams.
- Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively communicate sensitive information and exercise sound judgment.
- Knowledge of advanced customer service techniques.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Ability to establish and maintain effective working relationship with a variety of constituents.
- Demonstrated knowledge of accounting and budgeting practices of State of Florida and Federal standards and requirements.
- Proficiency in the operation and use of a personal computers and computer software applications (Microsoft Office Suite) and ability to navigate the internet.
- Must possess a valid Florida Driver’s License with ability to travel to off-site locations.
- Ability to work flexible/hours schedule i.e. occasional Saturdays, or evening hours.
- Professional appearance and presentation.
**Education and Experience:**
- Bachelor’s Degree required, in Business Administration, Accounting, or equivalent field. Master Degree in Accounting, Public Administration or similar field preferred. Ten (10) years of experience in non-profit accounting and/or grants management required.
- Five (5) years of progressive supervisory experience required.
- Automated Fund Accounting software experience required. MIP Abila Funding Accounting software experience.
- Bilingual – knowledge and ability to communicate in English and in Spanish both verbally and in writing preferred.

This job description (Director of Finance) was reviewed and approved by the C.E.O.

Signature: _______________________________  Date: ______________________________

Name: ________________________________

I have read and understand the contents of this job description. I understand that this is a general description of my responsibilities and may not include other duties that may be assigned as necessary.

SRA reserves the right to change or amend this job description.

Job description (Director of Finance)

Employee Signature: _______________________________  Date: ______________________________

Name: ________________________________