



Notice of Vacancy – Finance Director

Position: Finance Director

Category: Management Professional -- Exempt

Department: Administration

Reports To: Chief Executive Officer

Salary: \$45,000-\$50,000/Year DOQ

Area and Organizational Information:

Boys & Girls Clubs of Thurston County was founded in 2001, and is made up of five Clubs – in Tumwater, Lacey, Rochester, Tenino and Olympia. Current membership for the organization is approximately 2,800 kids annually – with a daily attendance of over 600. The organization is headquartered in Olympia, and our administrative office currently houses nine staff members. The total Thurston County population is approximately 250,000 – with Tacoma and Seattle only 30 and 60 miles away respectively. The community is attractive to those interested in enjoying both the South Puget Sound area and the mountains of Washington State. Thurston County is home to three institutions of higher learning: St. Martin’s University, The Evergreen State College and South Puget Sound Community College. Since Olympia is the state capital, the top employer for the area is state government.

Boys & Girls Clubs of Thurston County Mission Statement:

To inspire and enable youth to realize their greatness.

*Boys & Girls Clubs of Thurston County can be found at www.bgctc.org

Position Overview: The Finance Director is a key management position for the organization, not only managing the finances but also providing support on a range of financial and HR issues for the Executive Director, Resource Development team, the Club staff, and the Board. The person in this position manages all financial functions of the organization including: accounting, payroll, financial operations, personnel, employee benefits, insurance coverage, audit and legal requirements. It is critical that the Finance Director have **a thorough knowledge of, and experience with, QuickBooks** (desktop and online versions) and the Microsoft Office Suite. Familiarity with Compass360 donor management software is a plus.

Key Roles (Essential Job Responsibilities)

Leadership

1. Thoroughly implement policies and procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices.

Strategic Planning

2. Collaborate with the Executive Director and Board of Directors to develop annual income and expense budget. Assist Branch Directors in budget preparation and management, as requested. Provide timely and complete reporting of financial results and recommendations for necessary actions to maintain the fiscal health of the Clubs.

3. Work closely with Club leadership and managers to maintain, analyze, and interpret general ledger for all funds; and manage the preparation and analysis of financial reports on a monthly and as needed basis.

4. Oversee the process for identifying and evaluating opportunities for improved financial operations, recordkeeping and reporting, working with external auditors to prepare and review audit schedules and annual report of audit findings.

Resource Development

5. Assist in securing financial support and resources by providing financial data to the Resource Development team, Executive Director, Director of Operations and Branch Directors for the purpose of grant writing, operation of annual campaign and special event fundraisers.

Resource Management

6. Lead organizational planning and development of operating and fund account budgets, and control expenditures against budget.

7. Ensure the maintenance of financial records and recordkeeping systems to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements. Manage and conduct accounts payable and accounts receivable functions.

8. Control expenditures against budget, particularly in the areas of compensation and benefits. Manage and administer payroll process, monitoring personnel timecard records and processing paychecks.

9. Track regular deposits from six locations, ensuring accurate record keeping of income. Reconcile monthly records of numerous bank and investment accounts.

10. Manage administrative and operational systems for maintaining all employment and personnel records, ensuring compliance with legal requirements. Administers staff benefit details.

11. Train branch staff in proper procedures regarding cash receipts, accounts payable, accounts receivable, and budgeting as needed or requested.

Additional Responsibilities

12. Attend meetings of Board of Directors, Finance Committee, Operations Committee as requested. Attend appropriate training and meetings as requested.

Relationships

Internal: Maintain contact with Branch Directors to provide technical assistance in matters of financial operations; work closely with Executive Director and Director of Operations and the Board to develop fiscal policies and budgets, and to present regular reports in an advisory capacity. Support and interact with other administrative office personnel.

External: Maintain contact with external auditors, vendors, insurance carriers, and other groups.

Skills and Knowledge Required

- Bachelor's degree from an accredited college or university in accounting, finance, or business administration.
- A minimum of three years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience.
- Thorough knowledge of budgeting and accounting practices, processes and procedures of non-profit organizations.
- Good communication skills, both verbal and written.
- Detail oriented.
- Strong organization and analytical skills.
- Efficient and focused work style

Benefits:

- 100% medical, dental and vision insurance paid for the employee by the organization.
- Employer pays cost of life insurance and long term disability.
- Dependent coverage available at employee's expense.
- Employer pays 100% of pension contribution, equal to 6% of gross annual salary.
- Two weeks paid vacation time.
- Enrollment requirements and waiting periods apply.

To apply, please send resume, salary history, minimum of 3 professional references and cover letter addressed to:

Katya Miltimore
Executive Director
Boys & Girls Clubs of Thurston County
2424 Heritage Ct SW Ste 301
Olympia, WA 98502

Via e-mail:

kmiltimore@bgctc.org

* Open until filled. Application materials received by 7/15/17 will be prioritized.

*Boys & Girls Clubs of Thurston County is an equal opportunity employer.