



## **Position Description: Director of Finance**

The Director of Finance is responsible for managing all aspects of ACF's financial operations. The position plays a critical role in ensuring accuracy and accountability in ACF's fiscal policies and procedures. The Director of Finance is a member of the executive management team, and reports directly to the Executive Director.

### **FINANCIAL MANAGEMENT**

- Works with Executive Director to develop annual budget and prepare budget revisions as needed. Monitors budget variances and makes year-end projections.
- Maintains relations with financial institutions
- Prepares monthly and annual financial reports for staff and trustees.
- Works with staff to prepare and manage budgets and produce financial reports for grant proposals and reports.
- Directs the work of financial contractors and consultants.
- Reconciles bank accounts including checking, credit cards (outgoing & revenue), money market funds, short-term investments, and endowment funds.
- Maintains all financial records for the organization
- Records expenses and processes payments.
- Is responsible for processing payroll and associated taxes; quarterly and annual federal and payroll reports, W-2 forms, and year-end 1099s.
- Compiles financial statements and footnotes and oversees completion of the annual audit.
- Prepares supporting documentation for Form 990 and other federal and state tax reports.
- Maintains organizational insurance & general liability
- Prepares supporting worksheets for financial and audit statements
- Tracks direct and grassroots lobbying expenses. Files federal lobbying reports.
- Helps with preparation and filing of state charitable registrations and reports for charity rating organizations.
- Serves as staff liaison to the Board of Trustees Audit Committee and Finance and Investment Committee for review, preparation and presentation of investment performance reports.
- Oversees training & development opportunities for staff, board, and partners involving budgets and financial reports.
- Oversees annual audit and tax reporting and interface with outside accountants
- Works with Executive Director to develop and maintain internal financial controls

## **COMMITMENT TO ORGANIZATION**

- Embraces working as part of a team, both as a leader and in a supporting capacity
- Adheres to the highest ethical standards
- Takes initiative to find solutions when presented with problems
- Seeks opportunities for growth and innovation
- Promotes bold ideas and is not afraid to fail
- Listens to and appreciates different points of view
- Demonstrates understanding and empathy toward others
- Exercises discretion in handling personal confidential information
- Reflects an optimistic and positive attitude

## **QUALIFICATIONS**

- A passion for Alaska and protecting its environment.
- Bachelor's Degree in Finance, Accounting, Business Administration or related field
- CPA preferred
- 5 to 7 years financial management experience with demonstrated successes.
- Experience creating and managing budgets
- Nonprofit financial management experience a plus.
- Knowledge of state and federal laws and regulations.
- Proficient with QuickBooks, Microsoft Excel, Word and PowerPoint.