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KETTLE MORAINE YMCA POSITION DESCRIPTION

Job Title: Finance Director

FLSA Status: Full Time Exempt

Reports to: CEO

Revision Date: July 30, 2021

Leadership Competency Level: Organizational Leader

POSITION SUMMARY:

The Finance Director reports directly to the CEO and is responsible for all finance and accounting practices of the Kettle Moraine YMCA. The Finance Director provides leadership for the business operations of the Y and maintains oversight of the Board approved budget and financial matters. Serves as a resource person to leadership management and program personnel.

ESSENTIAL FUNCTIONS:

1. Establishes, directs, and facilitates the implementation of appropriate fiscal policies, procedures, practices and standards for the Association.
2. Develops and directs the implementation and maintenance of the general ledger and processing of financial transactions. Reconciles bank statements and Balance Sheet accounts monthly. Assures that Association financial reports are generated as required and distributed to CEO, District Executive and Leadership Team.
3. Hires, trains, and supervises the Business department staff while overseeing the Association accounting functions for: Accounts Payable, Accounts Receivable, Child Care billing, cash management, automatic bank drafts, and fixed asset areas. Interacts with facilities management on the tracking and recording of capital projects and depreciation.
4. Responsible for reconciling and recording investment activity. Assists in treasury and banking relationships and processes. Supports in ensuring adequate cash flow management for operating and capital needs.
5. Finalizes year-end financial statements, prepares necessary documents and coordinates audit with independent accounting firm conforming to GAAP and meeting all IRS requirements. Prepares and submits IRS 990 tax form using C-trac software. Reports to regulatory agencies and leads the submission of Y-USA required Annual Reporting. Coordinates payment of annual Y-USA National and WI State Alliance dues.
6. Ensures and maintains annual compliance of charitable organization credentials through the State of WI Dept of Finance Institutions, WI Dept of Revenue, and WI Division of Charitable Gaming.
7. Maintains all contracts in a central location, manages and assures legal signatures on all contacts throughout the organization. Coordinates payments for leases, and maintains records on all Association debt obligation.
8. Develops, coordinates and manages oversight of the Association annual budget. Prepares forecasts and budgets, including directing and training branch staff on their input to the process. Calculates variances from the budget and report significant issues to the CEO, District Executive and Leadership Team. Previous experience with PPP forgivable loans, and/or Employee Retention Tax Credits.

9. Serves as a staff liaison to the Budget & Finance Committee and Board of Directors. With guidance from the Committee/CEO, prepares meeting agenda, monthly financial reports and analysis for presentation and take minutes at bi-monthly meetings.
10. Maintains the software controls to verify the integrity of all systems, processes and data. Defines and maintains configuration specifications of all users and utilizes problem management techniques to perform root cause of analysis and implement corrective actions.
11. Performs other duties as assigned.

YMCA COMPETENCIES (Multi-Team or Branch Leader):

Mission Advancement: Reinforces the Ys values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's Degree in accounting, finance, business, or related field required
2. Minimum 5 years of professional work in finance, accounting, including audit experience with a minimum of five years of supervisory experience or equivalent combination of education, training, and experience.
3. Non-profit management experience preferred.
4. Strong communication skills required.
5. Ability to provide thoughtful, progressive and strategic guidance.
6. Able to identify and collaborate with key stakeholders to achieve desired organizational outcomes.
7. Must work well under pressure, prioritize projects, and meet strict deadlines.
8. Must be able to organize, prioritize and manage multiple tasks without direct supervision.

PHYSICAL DEMANDS:

1. Requires the ability to sit or stand for extended periods of times.
2. May require the ability to lift, carry, and load equipment, furnishings and supplies up to 25lbs.
3. Work includes the frequent use of a computer and other office machinery.
4. Work is typically performed in a standard work week, but may require evening, weekend or additional hours to accommodate meetings, activities and workload.
5. May require the ability to adjust focus as needed for reading documents and spreadsheets in written format or on computer screen and related equipment.