

Title: Senior Director of Finance		
Position Classification	Job Family: Management	FLSA Status: Exempt
	Pay Grade: 4	Benefit Eligibility: All
Employee Name (print):		
Employee Signature: <small>(I have received a copy of this job description and my supervisor has reviewed it with me)</small>		Date:
Supervisor Signature: NA		Date:
Director of Administration Signature:		Date:
Executive Director Signature:		Date:
Date Position Description Last Reviewed: 9/15/2023		
Date Position Classification Last Reviewed: 9/15/2023		

The following is a composite representation of the responsibilities for the respective job title. It is not intended to cover all possible job requirements or job factors of the titled position. Lines of supervision and reporting are as shown on the organizational chart.

DEFINITION

Under supervision of the Executive Director, this position will perform complex professional administrative work supervising the accounting, budgeting, and organization of financial activities for Goochland Powhatan Community Services. The position oversees all aspects of financial management (accounts payable, accounts receivable, and budgeting), and front office operations. This position has direct responsibility for the agency budget as well as purchasing, grant administration, CAFR/audit completion, state reporting, and revenue balancing and analysis. The position provides direct supervision for the Business Support Generalist-AP, and Admin Services Manager.

JOB EXPECTATIONS AND ESSENTIAL FUNCTIONS

- Prepares and maintains all accounting, financial reporting, and budgetary information for GPCS.
- Prepare financial and budget information reports that comply with applicable agency, Federal, State, professional, and technical accounting standards, and laws including compliance with GAAP, GASB regulations and requirements of the VA Auditor of Public Accounts.
- Develop agency budget proposals with appropriate justifications.
- Implement fiscal management policies and procedures relative to accounting, budgeting, auditing, procurement, and record keeping.
- Establish appropriate internal controls for financial transactions for the agency.
- Provide management and oversight for agency fiscal operations, including direct supervision of finance staff and front office manager.
- Participate as active member of the agency’s Leadership Team.
- Manage the external audit process, including completion of necessary reports as well as completion of the Performance Contract and other state reporting needs.
- Maintains debt, fixed assets, and grant records.
- Oversee use of agency financial system software, to include regular updating of accounts and development of extended features for agency use.
- Maintain contact with representatives of state agencies to keep abreast of financial trends/requirements and sustain positive working relationships.
- Provide periodic reports to the GPCS Board of Directors on agency budgetary and fiscal activities.
- Represent Goochland Powhatan Community Services at meetings, conferences, training programs, etc. that relate to carrying out position requirements.
- Perform other assigned duties as necessary within established policy and procedures.

REQUIREMENTS

EDUCATION

- Minimum bachelor's degree in finance or accounting
- Master's degree in finance or accounting preferred.

EXPERIENCE

- Minimum of five years increasingly responsible professional-level budget preparation experience or closely related professional-level experience in finance or accounting, to include two years of supervisory experience. Preferably experience in Virginia local governmental accounting.

LICENSE(S)

- CPA license

PRE-EMPLOYMENT

- Must submit to pre-hire criminal background check

KNOWLEDGE AND ABILITIES

- Advanced knowledge of the principles, methods, and practices of accounting.
- Advanced knowledge of budget development and monitoring.
- Knowledge of automated financial systems and strong financial reporting skills.
- Knowledge of governmental accounting processes and principles.
- Knowledge of policy formation and implementation of fiscal policies and processes.
- Knowledge of inter-agency coordination.
- Ability to establish finance and accounting reporting processes and systems.
- Ability to analyze accounting issues and authoritative literature, formulate recommendations, and develop, implement, and communicate technical changes and improvements related to analysis.
- Ability to identify problems and address issues relating to accounting and reporting processes
- Ability to present complex financial information to key stakeholders including Boards, Authorities and Commissions
- Ability to effectively communicate and work as a member of a team
- Ability to provide training and consultation to staff and other agency staff.
- Ability to analyze complex financial transactions and cash flows.
- Ability to demonstrate sound judgment and analytical ability.
- Ability to maintain a professional demeanor in difficult situations.
- Ability to handle emergency situations without direct supervision.
- Ability to communicate with consumers and consumer's family members or guardians.
- Ability to work under pressure; meet deadlines; set priorities; and deal diplomatically with difficult individuals.
- Ability to maintain confidentiality of consumer's information.

ENVIRONMENTAL CONDITIONS

- Work environment is primarily an office environment working at a desk. Travel is involved to and from Goochland and Powhatan. May involve exposure to aggressive verbal and physical behavior, and exposure to infectious diseases from others.
- Sitting: 90%; Standing/Walking 5%; Driving 5%
- Average Weight Required to lift or carry at any one time: 50 pounds for brief periods of time (less than 1 minute) (Example: Case of Paper)

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.