



## **LOAVES & FISHES**

Groceries for Neighbors in Need

Job Title: **Director of Finance**

FLSA Status: Full time exempt

Reports to: Executive Director

Supervises: Client Database Coordinator, Receptionists, Social Worker

Revision Date: 1/4/2021

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### **POSITION SUMMARY:**

The Director of Finance serves as a member of Loaves & Fishes' senior leadership team, providing strategic leadership in financial development to advance Loaves & Fishes' mission through fiscally responsible business operations and innovative, resourceful initiatives. The Director of Finance manages all functions of accounting and office administration. This position is responsible for safeguarding the assets of the organization, including financial, personal and real property. He/She is also responsible for the administration of the main office, supervising and serving as back-up for the Client Database Coordinator, Receptionists and Social Worker.

### **ESSENTIAL FUNCTIONS:**

1. Manage all functions of accounting and finance for the organization. Ensure that current accounting standards and legal requirements are met. On a weekly basis, review and record invoices and prepare payments; deposit checks and cash into bank accounts; review and record accounting information in QuickBooks Accounting software. Maintain checking accounts, money market accounts, and certificates of deposit to optimize the organization's cash and cash equivalent assets. Semi-annually, file for the refund of North Carolina Sales Tax that the organization has paid.
2. Prepare monthly financial statements for the Finance Committee and Board of Directors, with an update on the progress of the revenue and expenses toward the annual budget.
3. In cooperation with the Executive Director, other members of the Senior Leadership Team and the Finance Committee of the Board of Directors, prepare the annual budget. Assist the Finance Committee in presenting the budget to the Board of Directors for approval.
4. Prepare the year-end financial statements and work with the independent auditors to issue the annual audited financial statements. In cooperation with the Director of Warehouse Operations, document the food inventory on hand at year-end. Prepare the Master Organizer for the preparation of the Federal Return Form 990.
5. Establish, maintain and/or monitor all banking and financing relationships. Maintain good working relationships with auditors, bankers, investment counselors, attorneys and other professional advisors.
6. Provide information for the Development Department staff for grants and public relations.
7. Prepare payroll: review timesheets; enter earnings, hours and deductions into ADP software; review and distribute the processed payroll; calculate the SEP contribution; review W-2's at year-end.
8. Prepare outside reports and filings as required, such as monthly reports for Second Harvest Food Bank, EFSP, and IRS Forms 1099 for non-employee compensation.
9. Supervise and back-up the front office staff. Schedule coverage for the front office; answer phones and assist Phone Center volunteers when other staff members are away from the front office. Serve

as the next-up-the-ladder intermediary for the front office staff to solve problems with clients and referring agencies.

10. Interface with pantry coordinators and warehouse staff. Explain and reinforce the policies of the Loaves & Fishes network.
11. Interface with Comdyn Group to administer the client database. Design reports to produce information useful for grants and public relations; work with the Comdyn Group database administrators to implement and test these reports. Communicate with the Comdyn Group Administrators when there are issues with client records, database problems, or changes.
12. Analyze administrative costs for office space, office supplies, food supplies, telephone/internet, and similar services and arrange for purchase arrangements where appropriate. Assist with negotiating and manage leases for equipment and spaces as needed.
13. Attend staff meetings/trainings and other meetings as required.
14. Represent the association as required by the Executive Director.
15. Participate in and support Loaves & Fishes' Fund Raising Efforts.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises staff in the Administration Department. Carries out supervisory responsibilities in accordance with Loaves & Fishes' policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:**

1. Bachelor's degree in accounting, business, finance or equivalent; MBA, CPA or CMA may be preferred.
2. Five or more years of experience in accounting and financial management. Previous experience with nonprofit organizations preferred.
3. Knowledge and understanding of general business matters required including budget development, financial reporting, cash management, business taxes, banking and debt financing instruments.
4. Experience in effectively managing a staff team.
5. Ability to use Microsoft Office spreadsheets and word processing. Understanding of database administration.
6. Must be able to work at a desk.
7. Excellent customer service skills.
8. High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative and an ability to manage multiple tasks and projects at a time.
9. Ability to work with sensitivity and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
10. A passion for the mission of Loaves & Fishes is essential.

**This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties will be reviewed annually and may be modified when deemed appropriate by management.**

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_