

## **VYJ Finance Director**

### **JOB DESCRIPTION**

**Position Title:** VYJ Finance Director

**Program/Department:** Administration

**Immediate Supervisor:** Executive Director

**Work Schedule:** Full Time

**Benefits:** Employee Health/Dental/Vision insurance and retirement plan

#### **DESCRIPTION:**

The Finance Director is a key member of the leadership team responsible for the overall financial health, compliance, and strategic resource planning of the organization. This role leads budgeting, forecasting, financial reporting, grant oversight, and data analysis to ensure financial integrity and support long-term organizational goals. The Finance Director ensures that all financial and administrative operations align with funder regulations, internal policies, and organizational priorities. This is an exempt position.

#### **QUALIFICATIONS:**

The VYJ Finance Director should have the following skills and experience:

- Bachelor's degree, preferably in business, accounting/finance, or non-profit administration.
- Ability to interact effectively and appropriately with high-level professionals, committees, and volunteers.
- Strong written and verbal communications skills
- Strong Microsoft Office Suite skills, specifically MS Word and Excel
- Database management experience
- Must exhibit strong work ethics and high standard of personal accountability and integrity.

#### **ACCOUNTABILITY:**

The Finance Director is hired by and reports directly to the Executive Director. The Finance Director provides direct supervision to the Grants Administrator and may supervise additional staff involved in grant management or financial operations.

## **RESPONSIBILITIES:**

### **FINANCIAL MANAGEMENT:**

- Oversee the financial administration of all VYJ grants including applications, budgets, reporting, inventory tracking, and compliance.
- Oversee the creation and modification of budgets for new and existing grants in alignment with funder requirements.
- Approve invoices, reimbursements, and other expense documentation for payment.
- Provide financial policy guidance to department directors and ensure their adherence to established budgets and compliance requirements.
- Track maturity dates for CDs, savings instruments, and other short-term investments to optimize cash flow and interest earnings.
- Work directly with banking and investment representatives to manage account structures, rates, and renewals.
- Collaborate with the Bookkeeper and the Executive Director on the annual audit and the development of the organizational budget.
- Serve on VYJ Board of Director's Finance Committee and report on financial status, policies, and internal controls.
- Participate in the review and revision of internal controls, organizational policies, the employee handbook, and other key documents.
- Review and approve mileage logs, time sheets, and expense reports to ensure compliance with grant guidelines.
- Approve the submission of grant reporting packets.
- Supervise the Data and Finance Administrator to ensure accurate reporting and database management.
- Responsible for meeting with grant auditors to ensure compliance.
- Collaborate with HR Manager to maintain current resumes on staff for grant submissions.
- Collect, analyze, and interpret month and annual program data in collaboration with the Executive Director.
- Evaluate program outcomes and departmental data to identify trends or issues and recommend changes to programming or policies.
- Collaborate quarterly with the Development Team to ensure fundraising efforts complement grant funding objectives and contribute to overall agency sustainability.

### **GRANT WRITING:**

- Responsible for the preparation and submission of all grant (ex: CASA AP, FRC, and DOE) applications.
- Manage the proposal submission process to ensure timely submission of all grant application deadlines.
- Prepare narrative content for semi-annual and final programmatic reports for all active grants within the fiscal year to ensure timely, compliant submission.

## **ADMINISTRATIVE:**

- Manage the QuickBase system, including the creation of databases and reports, and train staff in its use as needed.
- Support planning and implementation of organization-wide training.
- Oversee all staff travel coordination, including per diems, lodging, and vehicle rentals.
- Meet with community stakeholders to assist in implementing and coordinating new VYJ initiatives.
- Assist with VYJ Fundraiser and Awareness events as needed.