



Riverside County Coalition for Alternatives to Domestic Violence

Financial Director

General Responsibilities:

The Financial Director will oversee the activities of the Accounting Department for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements, annual audits and annual budgets.

Provide solid financial leadership by establishing prudent processes for the financial functions of budgeting, audit, tax, accounting and short/long range forecasting that evaluates financial performance to meet the agency's objectives and profit goals.

Prepare reports that summarize and forecast the agency's business activity and financial position in the areas of income, expenses, and earnings based on past, present, and expected operations as these reports are used as a basis for decision making and funding requests.

Establish and maintain cost accounting procedures, systems, and controls, which verify the integrity of all systems, processes, and data, and enhance the agency's value.

Responsible for month-end close and general ledger maintenance.

Oversee disbursement activities, ensuring the accurate and timely processing of accounts payable, petty cash, employee expense reports, cash control, and total corporate payroll tax compliance.

Process a bi-monthly payroll and ensures that payroll expenses are accurately transferred from payroll software into the general ledger (and audit payroll administration systems).

Manage cash flow to maximize earnings and realizes all available payment discounts; Responsible for daily cash management; Oversee recording and monitoring of cash receipts, reconciliation of bank statements and cash transfers.

Coordinate a year-end audit process including preparation of financial statements and work papers.

Coordinates annual budget process by establishing schedules, collecting, analyzing, and consolidating financial data and recommending plans.

Provide the required budget and financial modeling to assist in strategic decision-making.

Comply with federal, state, and local legal requirements by studying existing and new legislation for non-profits, enforcing adherence to requirements, filing financial reports, and advising management on needed actions.

Work with other departments and staff regarding accounting and budgeting matters, providing quality customer service.

Coordinate with the CEO to develop budget and tracking systems for major Federal, State, and Local grants.

Respond to the CEO with accurate and timely work to facilitate the organization's financial needs and business analysis.



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Education, Experience and Other Requirements:

- Bachelor's degree in accounting, finance, or related field required.
- Minimum of four years of financial management, supervisory experience or equivalent combination of education and experience.
- Knowledge of cost accounting, budgeting, income, cost analysis, and financial modeling. Computer skills (accounting systems, general ledger, budgeting, and spreadsheets).
- Ability to interpret financial information for management decision making. Problem-solving and analysis skills. Effective oral and written communication skills.
- Ability to work with diverse populations.
- Non-profit accounting experience strongly preferred.
- Experience with federal grants management required.