



**United Way  
of Greater Greensboro**

## **POSITION DESCRIPTION**

**JOB TITLE:** Director of Finance  
**DEPARTMENT:** Finance and Administration  
**LOCATION:** United Way of Greater Greensboro  
**REPORTS TO (Title):** Chief Financial Officer  
**FLSA STATUS:** Exempt  
**UPDATE DATE:** March 2023

### **POSITION SUMMARY:**

The Director of Finance will provide oversight and hands on management of all general ledger functions and perform critical financial analysis of revenue and expenses. This role will spearhead process improvement to create a more efficient and effective accounting and financial analysis function for United Way.

### **ESSENTIAL FUNCTIONS:**

#### General Ledger and General Accounting:

- Create Financial Statement based on consolidation of monthly and annual performance.
- Manage the month-end and year-end procedures.
- Manage cash flow and analysis including bank reconciliations.
- Perform administrative oversight of GL accounts, rollup, expense classification. etc.
- Prepare and coordinate annual budget and coordinate forecast with CFO.
- Coordinate all audit activities.
- Prepare monthly, annual, and ad hoc and grant financial reporting materials.

#### Financial Analysis & Management:

- Forecast, budget and analysis of monthly operations to identify opportunities and risks.
- Collaborate with AP and AR function to ensure full review of organizations financial position.
- Ensure policy and regulatory adherence – Patriot Act, IRS, United Way Worldwide, escheat law.
- Collaborate and oversee designation revenue payouts - process when donors make contributions to specific non-profit organizations outside of United Way.

#### Operational Efficiency & Improvement:

- Review organizational processes to streamline procedures and documentation.
- Recommend automated accounting tools.
- Benchmark other non-profits to identify best practices.
- Spearhead a culture of service, efficiency, and effectiveness.

#### Team Management:

- Engage other team members of Finance team to facilitate internal-department collaboration that ensures work is properly reviewed and accurate.

**OTHER DUTIES:**

- Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must be proficient in Microsoft Excel and Word, Accounts Payables and general ledger systems, internet research.
- Must have experience in broad aspects of accounting, data management, and administration.
- Must be dedicated to mission of United Way of Greater Greensboro.
- Must be collaborative with a track record of getting along with others.
- Must be process, detail and results oriented.
- Must have ability to link financial performance and mission achievement.
- Must be skilled in accounting and financial analysis.
- Must have proficient knowledge of non-profit accounting standards.
- Must be a positive contributor and influencer to the workplace culture.
- Must possess transparent and supportive leadership.
- Must possess leadership skills and project management skills.
- Must demonstrate initiative and ability to self-manage.
- Must demonstrate professional maturity and personal accountability.
- Must possess analytical, problem-solving, and decision-making skills.
- Must possess attention to detail.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in finance or accounting
- CPA preferred
- Minimum five years related work experience

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Functions.

While performing the duties of this job, the employee is required to:

<b>Regularly:</b> 66% of time or more	<b>Frequently:</b> 33% to 66% of the time	<b>Occasionally:</b> 33% of the time or less
Sit	Stand	Climb
Talk	Walk	Balance
Hear	Reach with hands and arms	Stoop
Use hands to handle or feel		Kneel/Crouch
<b>Lifting:</b>	Able to lift 30 pounds without assistance.	
<b>Vision:</b>	Close vision	Distance vision
		Ability to adjust focus

Hazards Exposure: the employee is occasionally exposed to:

The potential of	<b>Working Conditions:</b>	<b>Noise Levels:</b>
	Normal business office	Usually below OSHA limits