



# Finance Director

## JOB DESCRIPTION

Hours: Part-Time, average of 24 hours/week  
Reports to: Executive Director

## JOB SUMMARY

Responsible for all aspects of the accounting cycle and related financial reporting.

## RESPONSIBILITIES

Including, but not limited to:

- Performs necessary accounting/bookkeeping tasks in order to maintain all financial accounts and records
- Reviews Accounts Payable managed by Administrative Director
- Posts credit card donations in QuickBooks
- Reviews bank deposits prepared and posted by Administrative Director in QuickBooks; manages Positive Pay process
- Prepares Accounts Receivable reports
- Prepares financial statements and other reports as needed by Executive Director, Board of Directors, staff and external entities (foundations and other donors)
- Reconciles bank and investment statements monthly (multiple accounts)
- Calculates depreciation and prepares fixed asset spreadsheets
- Provides reporting and information for grant requests as needed
- Works with Executive Director and staff to prepare and monitor annual operating budget, cash flow projections, functional expense budget and capital budget
- Prepares audit schedules for and works closely with auditor on annual audit process
- Prepares schedules for and works closely with outside tax accountant on annual IRS Form 990
- Prepares and ensures execution of payroll distribution, payroll deposits, quarterly 941 tax reports filings, W-2 and 1099 distribution
- Reconciles QuickBooks information with Donor Perfect development information on a monthly basis
- Reconciles check log with deposits on a weekly basis
- Develops and implements appropriate policies and internal controls with Executive Director
- Works with Executive Director to ensure restricted funds are monitored and tracked for proper usage and maintains net asset roll forward schedule
- Manages Tsheets time tracking system
- Manages insurance renewal process (i.e. liability, workers comp, health, etc.)
- Manages employee benefits (i.e. paid time off, health benefits)
- Supports financial functions at special events



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- Works with Executive Director and Finance Committee to monitor investments and maintain investment schedules
- Attends Board, Finance Committee, Staff and other meetings as requested by Executive Director
- Acts as primary staff liaison to Finance Committee and records minutes for Finance Committee meetings
- Prepares journal entries, as needed (including booking of in-kind donations at year end)
- Ensures timely completion of audit and filing of official tax records in compliance with federal, state and local regulations (e.g., Form 990, payroll withholding, Texas Secretary of State Form 802)
- Works with Development Director to ascertain FMV of direct donor benefit for special events
- Handles all sensitive information with confidentiality
- Other duties as assigned by the Executive Director

## QUALIFICATIONS

- Bachelor's degree in accounting, CPA preferred
- 5+ years experience in accounting, preferably nonprofit accounting
- Expertise in all aspects of the accounting cycle, from recording of source documents through the preparation of financial statements and reconciliations, payroll processes
- Proficiency with standard software such as MS Office and QuickBooks
- Effective multi-tasker who enjoys handling a wide variety of activities
- Ability to work as a member of a team

PLEASE EMAIL RESUME TO: [info@bosplace.org](mailto:info@bosplace.org)



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