



Director of Finance

Job Title:	Director of Finance
Department:	Administration (01)
Job Classification:	Full-time; salaried, exempt
Job Relationships:	Reports to CEO Supervises the Accounting Coordinator/Licensing Supervisor directly and Licensing Department team members indirectly. Works closely with Senior Staff peers.
General Purpose:	Responsible for managing day-to-day financial and accounting operations of the Organization and department operations of the Licensing group.

Reporting to the CEO, the Director of Finance is responsible for planning, directing and controlling the finance function of NOCO Humane by following Generally Accepted Accounting Principles. The position works closely with the CEO, Board of Directors, and senior staff to help guide the financial operation and development of the Organization to ensure healthy and responsible fiscal activities within the context of NOCO Humane mission and goals. This includes working with members of the management team to prepare and monitor the annual budget, conducting financial analysis and preparing financial reports, developing and implementing an effective system of accounting, managing the payroll system and function, and working with the Finance Committee of the Board of Directors. Oversees the operation of the Licensing group.

Major Duties and Responsibilities:

Finance

- Enhance and/or develop, implement and enforce financial policies and procedures for the Organization to improve the overall operation and effectiveness of NOCO Humane and ensures alignment with the needs of other departments prior to implementation.
- Reconcile all balance sheet accounts, and confirm via review and analysis, all income statement accounts on at least a monthly basis, entering and adjusting journal entries as necessary.
- Responsible for the timely and accurate preparation of monthly, quarterly, and annual financial reports and financial trends in order to assist CEO, Senior Staff, and Board Finance Committee members in performing their responsibilities.
- Responsible for AP including payment methods and invoice entry, credit accounts reconciliation, vendor relationships, credit applications and AP account research. Responsible for AR including billing and collections.
- Works closely with the management team to assist them in being as effective as possible in program financial management, budgeting and related financial activities. Creates and provides applicable training and education.
- Oversees bank, deposit and credit relationships and initiates appropriate strategies to enhance cash position. Sets and enforces cash handling processes and procedures for the Organization.
- Maintains all official accounting records in accordance with generally accepted accounting principles and NOCO Humane document retention/destruction policy overseeing the policy.
- Responsible for payroll operations ensuring efficient handling of employees' pay and deductions. Completes and/or oversees bi-weekly payroll processing and quarterly payroll reconciliation. Leads training and communication for payroll processes and ensures compliance with Organizational pay and time related policies and practices flagging discrepancies to management. Manages garnishment and unemployment payments through Paycom.
- Serves as project manager to the CEO and Senior Staff in the preparation and monitoring of the annual budget.
- Manages the annual financial audit and prepares all necessary year-end documents to ensure a smooth and timely audit is performed. Manages annual audit with Workers Compensation vendor.

- Oversees reserve funds management and compliance with NOCO Humane investment policies.
- Serves as primary staff support for the Board of Directors' Finance Committee and attends board meetings.
- Provides financial forecasting and modeling, and business development strategic analysis.
- Ensures fixed assets are accurately recorded and accounted for on a regular basis and conducts physical inventory reconciliation. Improves fixed asset accounting systems as necessary.
- Takes a leadership role, with CEO and members of Senior Staff, in the preparation of the annual contract valuations, annual negotiations of the six major Animal Control Contracts (City of Fort Collins, City of Loveland, City of Greeley, City of Evans, Weld County, and Larimer County), providing all necessary financial information and analysis for key stakeholders.
- Takes the lead role with the CEO and Senior Staff (where appropriate) in the annual negotiations of the Organization's business insurance coverage policies (General Liability/Auto, Workers Compensation, etc.). Includes maintaining Employee proof of insurance.
- Manages relationship with retirement account vendor, assists employees with enrollment and ensures compliance with all applicable notification requirements. Creates and manages applicable program information and regulatory communications.
- Ensures compliance with local, state, and federal financial reporting requirements including monthly sales tax returns, 1099s, 941s, W2s and more. Performs yearly reporting for Colorado state exempt reporting, Census reporting, in and out of state charitable organization reporting.

Licensing Department Management

- Directly supervises the Accounting Coordinator/Licensing Supervisor position.
- Learns and has a clear understanding of the roles and responsibilities of the Licensing Department.
- Supervises, trains, and coaches assigned personnel to ensure development of full work potential and accomplishment of goals. Provides regular performance feedback to direct report, encourages growth and develops skills and ensures supervisor does the same.
- Ensures staff are included in planning, decision making, and facilitating process improvements where applicable and possible.
- Establishes and implements short- and long-range department and group goals, objectives, policies, and procedures. Ensures department policy and procedural changes are aligned with other departments.
- Evaluates program for growth, efficiencies, jurisdiction changes and pricing.

Other Duties/Responsibilities:

- Serves as member of senior management team. Maintains close and ongoing communication with the CEO, Director of Operations, Director of Animal Protection and Control, Director of Human Resources, and Director of Development and Community Relations, updating them on departmental progress and on issues that may impact their areas of NOCO Humane. Helps set the direction of NOCO Humane and works to ensure the fiscal health of the Organization.
- Negotiates equipment purchase, rentals and maintenance contracts for copiers and other items.
- Ensures department observes all security and safety procedures.
- Leads and/or serves on Committees and Task Forces where appropriate and assigned.
- Communicates effectively and professionally with co-workers, management and the public at all times. Works effectively and efficiently under pressure.
- As requested, partners with the Director of Human Resources to investigate and/or review cost-effective benefit plans which NOCO Humane may offer employees.

- Assists as a back-up for the CEO administrative assistant which may include supply ordering, meeting set up, email and calendar monitoring as needed.
- Other duties as assigned

Education and Experience:

- Minimum of Bachelor's degree in Finance, Accounting, Business Administration or related field of study. Equivalent combination of education and professional experience may be considered. MBA and/or CPA a plus.
- Minimum of 5 years' experience managing finance/accounting function in a comparable size organization or larger.
- Applicable non-profit experience preferred.
- Minimum of 2 years staff supervision required. Experience managing both supervisory and line staff a plus.
- Prior auditing and payroll management required. Experience with Paycom payroll software a plus.
- Experience with Financial Edge desired.

Knowledge, Skills and Abilities:

- Excellent computer skills including strong Excel skills.
- Knowledge of, and experience with, accounting software required.
- Able to synthesize complex and diverse financial information, identify and resolve problems in a timely manner, and gather and analyze information skillfully.
- Proven attention to detail and skilled in prioritizing and planning work activities for effective time management.
- Able to speak clearly and persuasively in positive or negative situations; demonstrates group presentation skills and conducts productive meetings and trainings.
- Able to delegate Department work assignments and give authority to work independently, as appropriate. Clearly sets expectations and monitors delegated activities.
- Skilled at inspiring and motivating others to perform well and grow. Ability to professionally and effectively give and accept feedback.
- Able to use excellent judgment and personal qualities of integrity, credibility and commitment to the Organization's mission. Emotional intelligence, work ethic, and integrity skills required.
- Excellent teamwork skills required.

Other: Must be at least 21 years of age (for insurance purposes); hold a valid Colorado Driver's License and have and maintain an insurable driving record

Working Conditions:

Work environment: Office setting within the Shelter; shared office space possible; very frequent use of computer, telephone and office equipment; potential exposure to animals (including staff animals), high noise levels and zoonotic diseases when in the Shelter.

Physical activities: Sitting, entering data on a computer, and talking on the phone up to 8 hours or more a day. Standing, bending, squatting, walking, speaking and driving. Occasional lifting and carrying of up to 30 pounds unassisted and more with assistance.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. NOCO Humane is an equal opportunity employer.

NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates. Benefits include medical, dental, vision, supplemental accident insurance, matching 403b and more.