

# **Peninsula Humane Society & SPCA**

## **Senior Director, Finance & Administration**

**Job Title:** Senior Director, Finance & Administration  
**Division:** Finance & Administration  
**Reports To:** Executive Staff (President and two Senior Vice Presidents)  
**FLSA Status:** Exempt  
**Salary:** \$120,000 – \$135,000/year (DOE)  
*Excellent Benefits Package Available*

**Summary:** Directs financial activities of the organization which consist of treasury, budgeting, audits, tax, accounting, payroll, and human resources by performing the following duties personally and through subordinate supervisors. Although a senior management position with all that entails, the Senior Director of Finance & Administration is a hands-on manager willing and able to routinely work alongside staff, reflecting the culture of the organization. The position calls for someone who is both a leader and a member of a team.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Maintains accurate accounting records and prepare timely financial reports for management and Board of Directors.
- Establishes, maintains, and monitors accounting policies and procedures.
- Directs and coordinates the budget and projection process and provides financial guidance and analysis in these procedures. Specifically responsible for preparing and monitoring Finance and Administrative budgets.
- Manages cash flow, performs projections and ensures adequate cash reserves.
- Prepares annual audit work papers and tax return schedules.
- Serves as a staff liaison to the Board's Finance and Audit Committees and, to the Board as a whole as needed, regarding financial matters.
- Works with Finance Committee to establish investment policies, monitor performance of investment portfolio manager and ensures consistency in accounting and reporting practices.
- Assists Audit Committee in obtaining bids and interviewing auditors and serves as a liaison to audit firm.

- Recommends to management, major corporate economic strategies, objectives, and policies for the organization.
- Works with Development Department to ensure appropriate application and management of donor restricted funds and reconciliation of development and accounting databases.
- Works with Shelter Operations to ensure that county contract funds are expended consistently within the terms of the contract and that the administrative and reporting requirements of the agreement are met.
- As directed and as needed, utilizing direct reports employed by PHS/SPCA, assures the sound financial management of the organization.
- Directs the performance of the Finance, Human Resource and Purchasing departments. Participates in selecting and administering the employee benefits program, retirement plan, general liability insurance packages, employee and labor relations, recruitment and selections, training and development.
- Conducts appropriate analyses to identify trends, assess costs, allocate shared expenses, identifies potential cost savings or revenue generation areas, and to assess the financial impact of new programs.
- Establishes and maintains solid banking relationships.
- Sets annual objectives for the division consistent with the organization's operating goals and ensures that these objectives are met.
- Ensures that the Finance Division meets organizational and external deadlines.
- Serves as a member of the senior management team as appropriate and directed.
- Reviews financial performance, monitors budget variances and capital expenditures.
- Ensures bank accounts are reconciled monthly, prepares sales tax returns and county remittance/invoice.
- Prepares miscellaneous governmental reports and filings, including Business Property Statement.
- Maintains reconciliation of all accounts.
- Establishes, documents, monitors and updates accounting system software.
- Works with outside consultants regarding management, contractual and government audits.

- Reviews and approves invoices for weekly check run.
- Maintains file copies of all Minutes of and other documents related to the Board of Directors meetings.
- Other duties as assigned.

**Supervisory Responsibilities:**

Directly manages employees in Accounting/Finance, Purchasing and Human Resources and, indirectly, the several programs under those areas such as Information Technology (IT). Responsible for the overall direction, coordination, and evaluation of these departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and counseling employees; addressing complaints and resolving problems.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Upon hire, must pass a background check.

**Education and/or Experience:**

Bachelor's degree (B. A.) from four-year college or university; and minimum of five years related experience and/or training; or equivalent combination of education and experience. CPA desirable.

**Language Skills:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information, verbally and in writing, to co-workers and staff, top management, public groups, and Boards of Directors.

**Mathematical Skills:**

Ability to work with general accounting principles such as cost projections, revenue and expenses and statistical analysis. Compiles and monitors annual operating budget for the

organization by partnering with each division. Applies concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to communicate clearly with all audiences.

**Computer Skills:**

To perform this job successfully, an individual should have working knowledge of Blackbaud Financial Edge accounting software; ABRA; Microsoft Outlook Internet software, ADP Payroll systems, Excel Spreadsheet software and Microsoft Office Word Processing software. The individual must also be able to develop working knowledge of other software which may be needed.

**Physical Demands:** 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 regularly required to sit and talk or hear. The employee is frequently required to use hands and fingers to handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EOE/M/F/D/V/SO