

Job Description Finance Director

UrbanPromise is seeking a full-time hands-on Finance Director to lead their Finance team and support management in important financial decisions. This role ensures that internal controls are in place and functioning and that the organization is in compliance with state and federal laws. The successful candidate must have at least 10 years of experience, ideally in a non-profit environment. A CPA is desired, but not essential. Strong leadership, interpersonal, critical thinking and organizational skills are required. This role reports to the Operations Director.

Responsibilities:

- Primary contact for all things financial for the organization including but not limited to accounts receivables, accounts payable, cash management and banking, accounting and taxation.
- Proactively oversees the day-to-day responsibilities of executing all finance related activities including risk management, forecasting and taxation related reporting.
- Oversee the Monthly Closing process, ensuring that the records are complete, accurate and in accordance with accounting standards for the U.S including capital versus expense allocation and tracking of Grant expenditures.
- Direct staff members who perform tasks related to ongoing accounts payables, receivables, fixed asset management, expense management and cash management.
- Create monthly financial statements for UrbanPromise and ad hoc reporting for troubleshooting and modeling purposes for leadership and the Board.
- Manage the relationship with outside accountants for our annual review, tax reporting and filings, as well as all banking relationships, investments or other sources of liquidity.
- Develop and update business policies and internal controls for UP's financial operations as needed.
- Construct financial models for annual forecasting, subsequently evaluating forecast vs actual on a monthly basis.
- Work with the Executive Council, Board, Treasurer and Executive Director to help them understand the financial implications of decisions.
- Responsible for assisting leadership in annual renewal/selection of benefits and potential expansion of same.
- Participate in ongoing strategic and tactical planning as a member of the senior leadership team.