



An Affiliate of the
CANCER SUPPORT COMMUNITY

Finance Director

The Finance Director plays a key role in assisting the President/CEO in executing the strategic objectives of the organization. The Finance Director oversees all finance and facilities operation/vendors including audit, accounting controls, budgeting, financial reporting, payroll and benefits, banking, and insurance. The Finance Director works closely with the Development staff supporting all revenue generating activities and gift management. This is a full-time salaried position.

Finance Director

- Maintain and enforce a documented system of accounting policies and procedures.
- Manage all organization's financial reporting and reconciliation activities including all month-end and year-end closing procedures in accordance with Generally Accepted Accounting Principles (GAAP).
- Oversee annual audit and preparation of supporting information for the annual audit, including completion of form 990. Serve as liaison to the Finance Committee and the external auditors, as necessary.
- Performs and executes periodic and special one-time payroll functions to ensure employees are paid accurately and on time.
- Develop and maintain financial accounting systems to ensure accuracy for cash management, accounts payable, accounts receivable, and credit card transactions.
- Ensure that all statutory requirements of the organization are met regarding nonprofit and charitable solicitation status.
- Work closely with the Leadership Team to create budgets for grants and proposals, provide reports for grants compliance, periodic and yearend reporting.
- Negotiate insurance policies to ensure risk mitigation and coordinate with insurance vendors to include employee benefits, property, and liability insurance.
- Maintain all banking and prepare documents for CEO approval.

Qualifications

- Bachelor's degree from an accredited institution.
- 5 years of successful related experience in administration and accounting.
- Proficiency in Generally Accepted Accounting Principles (GAAP) and FASB.
- Strong experience in accounting-related reporting software, preferably QuickBooks.
- Experience and knowledge of Human Resources generalist functions.
- Proven ability to work well within deadlines on multiple projects simultaneously.
- Meticulous and organized.

Benefits

- Paid time off for holidays, personal time and vacation included.
- Health, vision, dental, and short/long term disability coverage.
- Professional development opportunities.

To Apply

Please send resume and cover letter to Harriet Schiftan, President & CEO at harriet@gildasclubmiddletn.org