



<b>Job Title</b>	Director of Finance	<b>Reports to:</b>	Executive Director
<b>Team:</b>	Core Support	<b>FLSA Classification:</b>	Exempt (Salary)
<b>Position Type:</b>	Full Time	<b>Hours per Week:</b>	30+

### **ORGANIZATION OVERVIEW**

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to empower people to transform neighborhoods and we envision a thriving, connected community where people are valued, and talents are multiplied; where neighborhood families have access to safe, affordable housing and healthy food; and where youth are empowered through reading and the creative arts.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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To perform this job successfully, an individual must be able to perform each responsibility satisfactorily with or without accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

### **ESSENTIAL DUTIES/RESPONSIBILITIES** (include but are not limited to the following)

- Act as a strategic partner to the Executive Director and Leadership Team to develop strategies that facilitate future growth
- Provide strategic financial input and leadership on issues affecting the organization
- Manage organizational cash flow and forecasting.
- Manage the entire accounting function including but not limited to accounts payable, accounts receivable, recording deposits and reconciling bank and credit card accounts.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements to staff; communicate and present the critical financial and strategic matters to the board of directors.
- Oversee and lead annual budgeting process in conjunction with the Executive Director; administer and review all financial and strategic plans and budgets; monitor progress and changes and keep staff abreast of the organization's financial status.
- Coordinate and lead annual audits.
- Update, implement, and maintain all finance-related business policies, practices, and procedures.
- Manage payroll processing.
- Manage all company insurance plans and employer sponsored benefits.
- Generate monthly departmental budget reports and dashboards.
- Be an advisor from the financial perspective on any contracts into which the Company may enter
- Administer various human resource plans and procedures for all company personnel
- Maintain human resources records



- Maintain compliance with federal and state regulations concerning employment
- Represent the company at unemployment hearings
- Conduct interviews and extend offers/promotions
- Create and maintain department related guidelines and standard operating procedures.
- Create a team atmosphere that promotes camaraderie.
- Develop, coach, evaluate, schedule, and train staff.
- Plan and review results and expectations with employees on regular basis.
- Plan and assign work to others on the team based on goals, talents, and strengths.
- Develop and oversee budget of your function as well as all project budgets.
- Recommend process improvements for increased efficiencies.
- Regular attendance as determined with your leader.
- Other duties as assigned.

**SKILLS AND ABILITIES** (include but are not limited to the following)

- Commitment to the organization's mission.
- Caring about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Ability to work well and communicate clearly with others in all levels of the business
- Strong negotiating skills
- Strong written and verbal communication skills with prevalent professional demeanor
- Ability to mentor, train, motivate, direct and empower team
- Ability to work with and lead teams
- High ethical standards with ability to handle sensitive and confidential situations and documentation
- Highly motivated
- Ability to work in a fast paced, rapidly changing, and regulated environment
- Detail oriented
- Ability to act as Change Agent to implement new way of thinking
- Ability to develop personnel to support present and future operations
- Exhibit sound and accurate judgment
- Ability to work effectively across departmental teams
- Demonstrated ability to learn and apply new approaches
- Maintain professional technical knowledge
- Advanced computer literacy
- Mathematical aptitude

**EDUCATION AND/OR EXPERIENCE** (include but are not limited to the following)



- Bachelor's degree in a relatable field required with 5+ years' experience and/or a combination of education and or experience in a relatable field required.
- A minimum of 3+ years' of management and/or leadership experience preferred
- Experience with ROI analysis preferred
- Knowledge of databases and ability to create reports required
- Knowledge of functional not-for-profit business processes required
- Basic HR knowledge and ability to keep up with latest laws and requirements
- Knowledge and understanding of social media platforms preferred
- Knowledge of metric and dashboard development preferred
- Understanding of ADA (Americans with Disabilities Act) laws and regulations preferred
- Understanding of FMLA (Family Medical Leave Act) laws and regulations preferred

#### **PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT**

Work environment characteristics 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.

- Sit an average of 7-8 hours per workday.
- Stand an average of less than one hour per workday.
- Walk an average of less than one hour per workday.
- Bend/Stoop – Rarely (1-2 times/day).
- Squat – Rarely (1-2 times/day).
- Reach above shoulder level – Rarely (1-2 times/day).
- Up to 10 lbs of weight carried – Occasionally (1-4 times/hour).
- Up to 10 lbs of weight lifted – Occasionally (1-4 times/hour).
- Hands used for repetitive action: Fine Dexterity (i.e., .typing, writing, filing) – Constant (greater than 25 times/hour).



**JOB DESCRIPTION ACKNOWLEDGMENT**

By signing below, I acknowledge that I have read the Director of Finance and Human Resources job description, understand the expectations, and am able to perform the essential duties and responsibilities necessary to successfully perform the job as described with or without reasonable accommodations.

I also understand that the job description may be changed at the discretion of the company at any time.

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Signature

Date