

## **CobbWorks, Inc. Job Description**

**Job Title:** Business and Finance Director  
**Reports to:** Chief Executive Officer  
**Salary Range:** \$90,000 - \$100,000  
**FLSA Status:** Exempt

### **Summary**

The Business and Finance Director will be responsible for taking on a leadership role in financial decision-making that affects the organization. The Director will be the primary staff liaison to the Finance and Administration Committee and will provide strategic financial input to senior management and the board of directors. The Director will lead and develop an internal team to support the following areas: financial management, business planning and budgeting, grants management, and administration. The Director will foster a positive work environment; ensure attainment of performance metrics; and plan, organize, and manage workflow, activities and the continuous quality improvement of business and finance functions.

### **Essential Duties and Responsibilities**

#### **Financial Management**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements and variance analyses; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit and form 990 tax filing process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the Chief Executive Officer and board of directors.
- Manage financial controls and accounting procedures.
- Oversee payroll processing.
- Ensure accuracy of internal and external information
- Ensure compliance with laws and regulations including filing deadlines (audit report, form 990, Single Audit, etc.)

#### **Business Planning and Budgeting**

- Oversee and lead annual budgeting and planning process in conjunction with the Chief Executive Officer; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.

- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed.
- Manage organizational cash flow and forecasting.
- Assist Program Directors and Managers with the preparation of budgets for funding applications.
- Evaluate, recommend, and implement technology to meet the organization's financial data processing, control, and reporting requirements.
- Lead special projects as identified by the Board and/or the Chief Executive Officer

### **Grants Management**

- Ensure the organization's understanding and compliance with *OMB Compliance Supplement*
- Ensure the organization's understanding and compliance with the requirements of Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### **Administration**

- Support Chief Executive Officer with initiatives to further develop the Organization's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, and training.
- Work with Center Director to establish and manage a comprehensive training program to educate employees regarding staff tools, policies, procedures, programs, and operations.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Effectively collaborate with and translate financial concepts to programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Oversee the management of all leases, contracts, and other financial commitments.
- Monitor all legislation relevant to financial matters affecting the organization to ensure that the organization is compliant.
- Supervise, and develop finance staff and review all work performed.
- Perform annual performance reviews of finance staff and work with them to develop professional development plans.

### **Education/Experience**

- Bachelor's degree in accounting, finance or related field from an accredited four-year college or university or equivalent combination of education and experience required.
- Minimum of seven year's progressive experience in finance or accounting and operations management; nonprofit and/or grants management experience preferred.
- Strong ability to multi-task and wear many hats in a fast-paced environment.

### **Language Ability**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, laws and/or governmental regulations. Ability to produce well-written reports, business correspondence, grant requests and policy and procedure manuals using consistently correct grammar and accurate use of the English language. Ability to effectively

present information and respond to questions from groups of managers, clients, customers, and the public.

**Math Ability**

Ability to calculate figures and amounts such as income, discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**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. Must be a result oriented, strategic thinker and planner.

**Computer Skills**

To perform this job successfully, an individual should have advanced computer skills working knowledge of word processing software, spreadsheet software, email, contact management software and internet software. Must have aptitude and ability to learn proprietary customer/client tracking software.

**Certificates and Licenses**

CPA license preferred but not required.

**Supervisory Responsibilities**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees and volunteers; planning, assigning, and directing work; fostering a positive, high performance work environment; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment**

The noise level in the work environment is usually moderate.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee must regularly use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

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Approved: Supervisor/Manager

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Date

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Acknowledged: Employee

Date