



PROGRAM:	Administration
JOB TITLE:	Director of Finance
FLSA STATUS:	Exempt
CLASSIFICATION:	Full-time
LAST UPDATED:	January 2024
REPORTS TO:	Executive Director
SUPERVISES:	Accounting Clerk

Job summary: Responsible for all financial and accounting functions of Senior Services, Inc of Wichita. This position is part of the agency's leadership team and attends monthly meetings of the Executive/Finance Committee and the Board of Directors. Key areas of responsibility include: prepare monthly and quarterly financial statements; communicate financial information to board, management and funders; prepare budgets; manage external annual audit; develop and implement internal controls; share building management and technology responsibilities; and supervise/train part time Accounting Clerk.

Duties and responsibilities

- Complete financial and accounting functions accurately, timely and efficiently. Includes processing accounts payable, cash disbursements, initiate ACH payments to vendors; accounts receivable, journal entries and reconciling bank statements.
- Review cash receipts and payroll entries for accuracy. Manage payroll distribution codes.
- Prepare multiple monthly financial reports or invoices for government funding by due dates. Work closely with funders to provide required and accurate financial reporting.
- Prepare quarterly financial statements for the Executive/Finance Committee and Board of Directors to review. Highlight major differences from prior year and note areas of concern.
- Maintain chart of accounts codes and use report filters to track multiple programs and grants. Ensure accounting system can track multiple grants with different fiscal year ends.
- Prepare agency annual operating budget and review with Executive Committee and Board of Directors for approval.
- Prepare grant application budgets for multiple programs and multiple funders. Review narrative for accuracy before submittal to funding sources.
- Develop, review and implement internal control policies and procedures.
- Work with Benefit Specialist and HR to evaluate cost of health insurance benefits for staff. Recommend best option to Executive Director for approval.
- Plan administrator for retirement plan, complete year end employee census and provide required information for vendor to file 5500.
- Review 941 filings for accuracy, reconcile and upload W2 information for tax year.
- Monitor cash flow to ensure adequate cash is available to fund operations.
- Work with Executive Committee and banking Treasury/Wealth Management managers to ensure the agency's investment policy is followed and that the best stewardship decisions are being made for investments and checking accounts.
- Review monthly investment statements and record interest, dividends, unrealized and realized gains/losses and investment fees. Allocate earnings to unrestricted, restricted and capital funds following donor guidelines.
- Work closely with the Executive Director and insurance agent to ensure the agency has adequate property, general and professional liability, management liability, umbrella, cyber and volunteer accident coverage.
- Coordinate with external auditors a date for annual audit fieldwork. Prepare all work papers and reconcile all balance sheet accounts. Scan and upload all requested documents.



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Review audit draft and 990. Set date for audit draft to be reviewed by Executive Committee. Obtain audit bids for Executive Committee when requested.

- Responsible for working with vendors on lawn maintenance, snow removal, elevator maintenance, required city inspections including fire systems and grease traps. Provide support to obtain vendors for other maintenance needs.
- Provide support for obtaining computer hardware, software and other technology needs including phone systems.
- Review vendor and grant contracts for accuracy before signature.
- Negotiate with vendors to decrease costs.
- Provide local vendor information to Resource Development so they may solicit vendors to donate or sponsor the agency's major fundraiser.
- Performs other duties as assigned.

Qualifications

Accounting degree required.

5 years of accounting or financial management experience.

Must have strong accounting experience.

Budget development

Accuracy and attention to detail

Excellent communication skills, both oral and written

Proven problem solving and organizational skills

Experience with non-profit organizations and government grants desirable

Knowledge of fund accounting software

Proficient with Microsoft Excel and Word

Understand how to use report filters to obtain correct financial report data

Ability to work with multiple programs, multiple funding sources, and multiple fiscal year ends

Physical Requirements

Ability to perform physical functions of the job, including prolonged periods sitting at a desk and working on a computer. Standing for extended period of time and lifting up to 20lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee Signature: _____ Date: _____

Senior Services, Inc. of Wichita is an Equal Opportunity Employer.



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