



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

DECATUR FAMILY YMCA

Job Title: **Director of Finance & H.R.**

FLSA Status: Full Time Exempt

Reports to: Chief Executive Officer

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direction and leadership for YMCA finance and business operations. Oversees the YMCAs accounting practices, the maintenance of its fiscal records, and the preparation of its financial reports. Ensures a system of strong internal controls and maintains fiscal soundness. Manages the annual external audit, the 990 tax return and the preparation of information for outside funders. Also, this position is responsible for implementing and monitoring personnel policies of the association and overseeing all human resource functions.

ESSENTIAL FUNCTIONS:

1. Manages all functions of accounting and business operations, ensuring that legal and audit requirements are met and that best practices and maximum efficiency are obtained.
2. Oversees cash flow and planning; investment and asset management; and banking relationships.
3. Review all month-end closing activities, including general ledger maintenance, balance sheet reconciliations and financial statement.
4. Works with the Finance Committee to discuss any issues or financial changes in operations; assist them with the development of short and long term financial goals.
5. Oversees the hiring of all new employees; including performing background checks of employment, personal references, sex offender's list and criminal background checks; establishes and administers all benefit plans.
6. Manages the annual independent audit, the preparation of financial statements and the IRS 990 tax form. Prepares or oversees the preparation of required audit schedules; maintains records; acts as liaison with audit team and YMCA Finance Committee.
7. Oversees and provides leadership to the annual budget process including: issuing guidelines and procedures; training staff, auditing budgets, overseeing data input and preparing reports.
8. Implements appropriate systems and internal controls to adequately safeguard the YMCAs financial resources and to provide a solid basis for accurately reporting financial data.
9. Work with H.R. committee to ensure policies and practices are up to date and protect the best interests of the organizations.
10. Oversees the month-end and year-end closings and the preparation of statements and reports. May implement, manage and oversee personnel and payroll administration including maintaining records and related systems.

11. Oversight of accounts receivable, accounts payable and payroll.
12. Responsible for remaining up to date on nonprofit audit best practices; and ensure legal and regulatory compliance regarding all financial and human resource functions.
13. Insure appropriate enrollment of employees in the YMCA Retirement Fund; and record payroll contributions and send reports to the national fund.
14. Monitor all employee training to make sure staff are compliant with organizational training policies.
15. Mentor and develop all business office staff, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team dynamic.
16. Perform any and all other duties deemed appropriate by the Executive Director.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in accounting or equivalent.
2. Three or more years of related experience in accounting.
3. Accounting experience in a nonprofit organization preferred.
4. Previous supervisory experience preferred.
5. Knowledge of, and expertise with, computerized accounting systems and standard business software.

Staff Member's Signature _____ Date _____

Supervisor's Signature _____ Date _____

DECATUR FAMILY YMCA

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