



Position Description

DATE: April 2021

POSITION TITLE: Director of Finance and Operations	CLASSIFICATION: Exempt
REPORTS TO: Executive Director	SUPERVISES: Office Manager Accounting Manager

Summary:

Provides the leadership, management, and vision necessary to ensure that the company has the proper financial and operational controls, administrative and reporting procedures, and systems in place for effective growth. Confirms company financial strength and operating efficiency, including the oversight of financial planning; forecasting of needs; management of financial risk; organizational and research budget management; and financial reporting.

Duties and Responsibilities:

- Manage daily JCHR operations.
- Provide daily leadership and management for core staff and general management for all employees.
- Drive the company to achieve financial goals; ensure that general business goals and objectives are met.
 - ◆ Mange finance and accounting
 - ◆ Measure cash flow
 - ◆ Conduct strategic planning activities
 - ◆ Perform investment analyses
 - ◆ Implement effective controls and procedures to safeguard JCHR assets and resources
- Manage and oversee research budgets and budgeting systems.
- Spearhead the development, communication, and implementation of effective growth strategies and processes.
- Collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the objectives of the organization.
- Motivate and lead a high-performance administrative team; attract, recruit, and retain required members of the administrative team; and provide mentoring and career advancement planning.

- Represent the company with customers, external professionals, and industry business partners.
- Oversee corporate (non-research) contracts and insurance policies.
- Manage corporate policies.

Skills, Knowledge, and Abilities May Include:

- Demonstrated experience in financial planning and analysis, with previous experience overseeing financial systems, legal issues, and audits in a business environment.
- Skilled in organizational development, personnel management, budget and resource development, and strategic planning.
- Excellent people skills, with an ability to partner with a dynamic leadership team.
- Possess personal qualities of integrity, credibility, and commitment to the mission of JCHR.
 - ◆ Maintains high ethical standards in all business functions.
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment while also driving toward clarity and solutions.
- Demonstrated resourcefulness in setting priorities and guiding investment in people and systems.

Education and Experience:

- Education required: Bachelor's degree (advanced degree preferred) in finance, accounting, business, or a related field, or comparable experience.
- At least five years of experience in company financial management.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, calculators, and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for long periods; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, with typical work hours from 8 a.m. to 5 p.m. This position occasionally requires long hours.

Other Duties:

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.