

## HAMPTON ROADS WORKFORCE COUNCIL - JOB DESCRIPTION

<b>Job Title:</b>	Director, Finance
<b>Reports to:</b>	Chief Financial Officer
<b>General Classification:</b>	Administration <b>Pay Band:</b> Director
<b>Employment Status:</b>	Full-time, Exempt
<b>Last Review:</b>	July 1, 2022

### **GENERAL STATEMENT OF RESPONSIBILITIES**

Performs intermediate professional work in preparation and maintenance of financial records which comply with generally accepted accounting principles and practices and applicable Workforce Innovation and Opportunity Act (Public Law 113-128) of 2014 regulations, other grant requirements and all federal, state or local laws and regulations. Responsible for calculations, postings, analysis, and verification duties used in the preparation of complex financial and statistical data for the development of program budgets and reports and maintenance of accounting records. Work is performed under the general supervision of the Senior Director of Finance.

### **ESSENTIAL JOB FUNCTIONS**

- Review invoices from subcontractors and/or training providers to ensure consistency, budget compliance and proper documentation, and makes recommendations for payment.
- Supervises Accounting staff.
- Responsible for recommending Accounting policies and procedures.
- Maintain subsidiary ledger for all contracts and training obligations as necessary.
- Prepares monthly subcontractor reports reflecting year to date expenditures.
- Reconciles monthly status reports with general ledger accounts and subcontractor close out reports.
- Reconciles bank statements and partner and other invoice billings monthly and reconciles other third-party transaction reports as needed.
- Performs research and analytical reviews of all Programs and subcontractors. Responsible for serving as a liaison in financial matters to subcontractors and providing related technical assistance as needed.
- Verifies the correctness of accounting/budget data and appends initials or signature designating approval.
- Assists with cash flow and cash projections/requests to maintain stable program operations.
- Compiles budget information from all program operations and researching various accounting reports and finance records.
- Enters, updates, and retrieves information in the financial system as needed. Assist with the Developments and prepare reports such as Quarterly and End of Year Fiscal Summaries.
- Assists with inquiries on fiscal procedures and policies; performs research on a variety of questions that are policy or procedurally related; and prepares standard operating procedures and related guidance and correspondence.
- Performs file and program maintenance at the end of the fiscal year and as necessary during the fiscal year.
- Reconciles all funds and account groups to ensure program expenditures agree with general

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ledger postings. Maintains subsidiary schedules and ledgers as needed and reconciles to the general ledger. Prepares and recommends journal entries as needed.

- Reviews, analyzes, and verifies accounts; identifies, researches, and resolves inaccuracies for internal accounting systems and accounts for subcontractors.
- Analyzes, compiles, and prepares financial data for use in tables, reports, and other financial publications. Checks financial statements and reports for completeness, accuracy, and validity.
- Assists with the preparation of audit schedules for the annual audit.
- Maintains inventory of all capital equipment or other property as required.
- Perform related tasks as required.

### **SUPERVISORY RESPONSIBILITIES**

Supervise personnel as may be assigned.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Directors' Vision, Mission and Values. Senior level employees are also expected to lead by example and demonstrate the highest level of energy, ethics, and professional decorum.

### **REQUIRED KNOWLEDGE**

Knowledge of the theory, principles, methods, and practices of accounting; knowledge of the principles of governmental accounting; knowledge of modern office methods, practices and equipment; ability to prepare, analyze and evaluate complex financial systems; ability to establish and maintain effective working relationships with others; ability to express technical ideas effectively, orally and in writing.

### **REQUIRED SKILLS**

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

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## **REQUIRED ABILITIES**

- Financial Management- Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.
- Communication - Excellent ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to listen and understand information and ideas being presented verbally and in writing.
- Time Management - Ability to plan and organize daily work routine; establish priorities for the completion of work in accordance with sound time-management methodology. Ability to plan and coordinate multiple projects and activities with broad scope and breadth. Understands and comfortably navigates the multi-disciplinary nature and broad reach of the public workforce development arena. Must be able to multi-task in a dynamic and ever-changing operating environment.
- Coordination and Collaboration - Equally comfortable working as part of a inter or intra agency team. Works well in a collaborative, open and collegial partner and stakeholder centric ecosystem. Coordinates with other managers, project leads, partners and staff, as needed, to fulfill project objectives.

## **EDUCATION AND EXPERIENCE**

Requires a bachelor's degree in accounting or closely related field, 3-5 years of accounting experience, financial management of government funded grants is preferred or equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage will be compensated by a monthly travel allowance per agency policy.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or workstation.

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### SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

### ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_