

Position Title: Finance Director

Position Status: FT

Pay scale: Salary pay is commensurate with experience.

MAJOR DUTIES AND RESPONSIBILITIES

Blue Ridge Humane Society is currently seeking an experienced bookkeeper to accurately process donor gifts and manage financial transactions & operations of the organization. The position will maintain financial reports, records, and general ledgers; prepare and analyze budgets; and perform general bookkeeping.

Including but not limited to:

- Knowledge of QuickBooks
- Monitor cash outflows and manage working capital requirements to ensure proper controls are in place to move funds for operational expenses.
- Provide assistance in the designing and implementation of policies and procedures to minimize operational risk.
- Direct the preparation of the year-end financial statements and account analyses and work closely with the outside independent public accounting firm in connection with year-end audits and Form 990.
- Serve as a key point of contact for external auditors; Manage preparation and support of all external audits.
- Research and develop the annual budget with assistance from relevant department managers.
- Oversee payroll and employee benefits including processing payroll.
- Manage reconciliation of all banking deposits.
- Attend meetings with organizational departments as necessary, and ensure an open line of communication to meet the operating and financial needs of all departments.
- Prepare monthly and quarterly financial reports.
- Assist Executive Director with reporting financial information to the board of directors.
- Assist in the selection of consultants, auditors and investors as required.
- Prepare or assist with preparation of other required non-profit compliance reporting and registration requirements such as the Charitable Solicitation Licenses.
- Ensuring compliance with the financial and other compliance requirements of AHDC funders, donors, and regulatory bodies including federal, state and local agencies.
- Communicating with the Executive Director regarding key financial developments and challenges related to cash, accounts receivable, accounts payable, and compliance with financial reporting requirements.

- Managing Accounts Payable, including bill processing and payments, validating and reviewing expenses, and reconciling corporate credit cards.
- Managing Accounts Receivable, including the generation of invoices and tracking of bank deposits for all accounts as well as collections.
- Reconciling bank accounts.
- Able to accurately process financial and donor transactions.
- Compile monthly and year end reports.
- Follow standard accounting procedures and ensure data integrity.

QUALIFICATIONS

- Experience in accounting/bookkeeping
- Basic math skills; ability to analyze figures; knowledge of accounting principles; excellent verbal/written communication, multi-tasking, prioritizing, and organizational skills
- be proficient in QuickBooks and Excel
- Associate or Bachelor's Degree in Accounting is preferred
- Must love animals AND people!