



Every pet deserves a good life. We save the most vulnerable animals and enrich the lives of pets and people. Our mission is made possible with the hard work of our valued employees. We offer a friendly, professional work environment with a culture that promotes innovation, compassion, and excellence.

Job Title: Finance Director

Department: Administrative Office

Position Status: Full-Time, Exempt

Reports To: Executive Director

Schedule: Monday – Friday, Occasional Weekend Availability (40 Hours per week)

Starting Pay: \$65,000 - \$80,000 (Based on experience)

POSITION SUMMARY:

The Finance Director is responsible for accurately processing donor gifts and managing financial transactions & operations of the organization. This position will maintain financial reports, records, and general ledgers; prepare and analyze budgets; and perform general bookkeeping.

DUTIES & RESPONSIBILITIES

Including but not limited to:

- 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 the preparation and support of all external audits
- Research and develop the annual budget with assistance from relevant department managers
- Responsible for monthly and yearly reconciliation process
- 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
- Ensure compliance with the financial and other compliance requirements of funders, donors, and regulatory bodies including federal, state and local agencies
- Communicate with the Executive Director 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
- Manage Accounts Receivable, including the generation of invoices and tracking of bank deposits for all accounts as well as collections
- Accurately process financial and donor transactions
- Follow standard accounting procedures and ensure data integrity
- Other duties as assigned

Work is evaluated by periodic checks for overall effectiveness and results achieved. Written evaluations are done at the end of the initial probationary and annually thereafter on the anniversary date of hire. Operational guidelines are set forth by the Executive Director and presented in the Employee Handbook.

QUALIFICATIONS, WORK ENVIRONMENT, & PHYSICAL DEMANDS:

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree preferred
- Minimum of 5 years' relevant experience required
- Knowledge of and strong proficiency in QuickBooks required
- Experience in accounting and booking
- Basic math skills; ability to analyze figures; knowledge of accounting principles
- Strong computer proficiency in Microsoft Office including Word, Excel, and Outlook
- Excellent verbal and written communication skills
- Ability to multitask; flexible and capable of adapting to changing priorities
- Experience and commitment to working in a team-oriented environment
- A demonstrated commitment to organizational excellence and to systems and structures that help the organization operate efficiently and effectively
- Ability to establish and maintain effective and harmonious working relationships with volunteers, staff and management to effectively complete duties and tasks
- Demonstrates a positive attitude to changes, suggestions and feedback
- Highly motivated and self-directed
- Must have a good sense of humor and enjoy working in a relaxed office environment
- Work is performed in an office environment and requires the ability to use standard office equipment and keyboards. Must be able to lift and carry small parcels, packages and other items, walk short distances, and drive a vehicle to deliver and pick up materials.
- This individual may be working with potential biohazards related to animal exposure (airborne allergens, contact reactions) and may be exposed to animal diseases and/or diseased animals. Must be able to work safely with a variety of cleaning materials.
- Must love animals AND people!

Must be willing to give permission for a background check and a DMV report. Must have a valid, unrestricted driver's license with a driving record acceptable by Blue Ridge Humane Society's insurance carrier. May be asked to submit to drug testing during employment.

Blue Ridge Humane Society provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Blue Ridge Humane Society complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

On this date, I have received the above BRHS job position description. I have reviewed it and understand my responsibilities.

Employee Printed Name

Employee Signature

Date

