

**Britepaths**  
**Job Description – 2019**  
**Finance Director**

Job Title: Finance Director  
Reports To: Executive Director  
Job Status: Hourly, Part-time  
Location: Fairfax, VA

**Summary of Responsibilities**

The Finance Director oversees all accounting and human resources activities of the organization. This includes, but is not limited to preparing the annual budget, preparing strategic planning budgets, preparing, reviewing, analyzing, and distributing a detailed monthly financial packet, overseeing cash flow and bank balances, overseeing bi-weekly payroll and 403b distribution, managing all grant budgets and grant reports, monitoring and updating internal financial controls, preparing quarterly reconciliation of non –cash data, supervising accounting intern and HR/accounting staff, preparing all schedules and documents required for annual audit and form 990, preparing additional reports and analysis as needed.

**Duties and Responsibilities**

- Manage chart of accounts and maintain class list in QuickBooks
- Monthly review of all checks/disbursements (processed by Financial Program Mgr.)
- Monthly review of all check/cash deposits (entered in QB by volunteer/Bookkeeping Intern)
- Reconcile all bank accounts monthly
- Reconcile credit card transactions to civi (donor database) and bank statement monthly
- Prepare Fairfax County reports monthly (due on 15<sup>th</sup> of each month) to include the Request for Fund portion of the quarterly reports
- Work with program staff and grant writer to maintain grant reporting calendar and accurate grant reports
- Submit all grant reports and grant budgets as requested
- Enter non-cash donations in QB quarterly
- Research GAAP guidelines to ascertain correct procedures for tracking in-kind donations, as needed
- Provide Britepaths Executive Director and finance committee with computer generated reports as needed for monthly/quarterly/annual meetings and review; to include narrative analysis of trends, highlights and concerns.
- Prepare documents and all schedules for outside Accounting firm and assist with financial audit
- Prepare all schedules and back up documentation and review IRS-990 prior to filing
- Oversee management of 403b retirement plan as an internal plan administrator (includes new employee set up, contribution changes, 403b loans/early disbursements, census, and annual form 5500)
- Oversee payroll processing (performed bi-weekly by Financial Program Mgr.), payroll changes (new employees, terminated employees, deductions, paid time off, etc.), 941 tax filing, and W-2 preparation
- Prepare annual budget with staff input
- Work with finance committee on annual time line (monthly financial statement review, annual budget review and approval, annual audit review and approval, form 990 review and approval)
- Supervise student accounting intern
- Facilitate annual bidding of health care renewal
- Attend staff/board retreat, staff meetings, and other meetings as needed

**Education and Experience** – Associates or Bachelor’s degree from accredited College preferably in accounting or finance. Five years non-profit accounting experience and extensive knowledge of accounting principles, QuickBooks accounting software, and Excel application preferred.

*Personal attributes:* attention to detail, integrity, self-discipline, resourceful, patient

**Computer Skills** - To perform this job successfully, an individual should be proficient in the use of QuickBooks and Microsoft Office applications.