

## Job Description

**Title: Finance Director**  
**FLSA Status: Exempt**

**Department: Finance**  
**Reports to: Controller**

### Job Summary:

The Finance Director - This FT position will be mainly responsible for Early Head Start (EHS) but have knowledge of other ELC grants. The Finance Director will be responsible for the fiscal cycle of the EHS grant, including, but not limited to: EHS cash management, projection and analysis, monitoring and reporting of non-federal share, tracking of expenditures and federal 424 reporting, and budget monitoring. The Director will utilize ChildPlus.net system and EFS to verify and process EHS attendance and prepare EHS provider payments and provide on-going attendance data reports. The position requires a good working knowledge of EFS and Excel and great customer service experience. The Director will also work on any special projects assigned by the Controller. The position will also provide back up to the Finance Department in various areas to be identified. Identifies and manages critical issues that have public impact and require the attention of the Controller and other senior staff. Supports and sustains the Early Learning Coalition of Miami-Dade/Monroe as a high performing organization by contributing to excellent organizational performance and customer service and contributes to the vision, mission and values of the Early Learning Coalition of Miami-Dade/Monroe through responsible and effective work performance. The Finance Manager- must have the highest level of confidentiality, independence, customer service skills, and pro-activity, and be flexible and able to shift gears at a moment notice.

### Essential Duties and Responsibilities:

- Exercises accounting control over a group of accounts within a given specialized area
- Develops financial reports for financial analysis, forecasting, trending, and results analysis
- Interprets financial transactions and events for users who must make economic or business decisions
- Records, classifies and summarizes transactions and events in accordance with generally accepted accounting principles
- Creates and interprets moderately complex financial statements and reports
- Compiles financial information, processes journal entries into various accounts and reconciles reports and financial data
- Supervises accounts payable function
- Writes, updates, and improves as needed the policies and procedures as they pertain to finance.
- Performs cash management activities and bank reconciliation
- May supervise other employees
- Applies a working knowledge of applicable laws and regulations; verifies documents for completeness and compliance with government and private agencies
- Initiates and processes journal entries into various accounts
- Reconciles sub-ledgers to the general ledger and resolves differences
- Assists in budget preparation
- Assists in preparation of invoices and other funder requirements
- Performs related duties as required

### Skills and Abilities:

- Accountability
- Excellent interpersonal skills
- Excellent communication skills, both written and oral
- Ability to work effectively with a diverse population

**Computer Equipment and Software Requirements:**

- Microsoft Office Suite

**Experience and Training:**

- Bachelor’s degree in Finance or equivalent
- Must have 3 - 5 years experience in accounting and supervision
- Knowledge of GAAP, FASB, and governmental funding regulations/requirements is essential
- Training, education and/or experience may be substituted for certain minimum qualifications

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an “at will” relationship.

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Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date