

CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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Title: Director of Accounting & Finance	Grade: 10	
Reports To: COO	FLSA Status: Exempt	
Supervises: Accounting & Finance Dept	Date Written:	Date Revised:
	12/31/18	

POSITION SUMMARY

The Director of Accounting & Finance (“DAF”) reports to the COO and oversees the functions of the accounting and finance department and its interaction with the operations and administrative departments of CASL and external grantors, including federal, state and local government entities. The DAF is well versed in the operations of the organization and accounting principles and best practices for internal controls and processes.

DUTIES AND RESPONSIBILITIES

- Supervises the accounting and finance team in the performance of ongoing accounting functions. Monitors daily accounting activities, deadlines and proper methods.
- Oversees the completion of GATA/indirect cost rate calculations and applications for federal, state and local grants.
- Oversees the execution and completion of CASL’s annual financial statement audit, tax form 990 and IL AG990 and grant/contract audits.
- Oversees the preparation of assigned financial reports, statements and statistics on agency financial operations for internal and external use.
- Oversees the preparation and accuracy of contract billings of governmental agencies on government forms on a timely fashion, including interpretation of contract provisions. Ensures that his/her team works with the respective program managers to (a) monitor actual versus budget contract/grant variances on a monthly basis and make appropriate budget revisions recommendations, (b) monitor and adhere to deadlines for budgets, vouchers, final reports and amendments, and (c) ensure processes for the same are efficient, effective and comply with contract/grant requirements.
- Oversees the preparation of weekly & monthly cash flow projections and comparisons, reports to program managers, internal management and the Finance Committee.
- Constantly reviews and revises accounting and finance processes to ensure they are efficient, comply with best practices and incorporate appropriate internal controls.
- Manages bi-monthly payroll and year-end tasks such as W-2 preparation, 401(k) census testing, etc.
- Predicts and responds to Agency needs by managing special projects.

- Responsible for the annual/bi-annual budgeting process for the Agency.
 - Manage the Agency's cash and investments.
 - Oversee debt compliance.
 - Assists the COO with locating, negotiating and securing additional funding contracts.
 - Works with the Director of Administration to ensure the Agency has appropriate contracts for insurance.
 - Works with the CEO and COO to ensure the Agency complies with regulatory matters, such as the annual report and tax returns.
 - Develops and maintains a good working relationship with program managers and ensures open dialog is maintained to with all departments of the Agency.
 - Ensures appropriate training and work experiences to allow for the continued growth of the accounting and finance team.
 - Works with management to ensure the accounting and finance department has appropriate external partners, such as auditors and bankers.
 - Implements innovative accounting tools to reduce time and paper from the accounting and finance processes.
 - Works with Agency management to select and implement an appropriate accounting system to integrate with that of Development and Programming.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Bachelor degree in Accounting from an accredited college or university.
- CPA certificate
- Minimum of ten years of experience in accounting and finance with five years of supervision experience. Experience in both public and non-profit accounting preferred.

Skills/Knowledge:

- Proficient and experienced in Microsoft Office or Excel. MAS90 software or Enterprise accounting experience preferred. Proficient with Federal, State & local grants negotiations and reporting.

- Experience with earned revenue models.

Physical Demands:

- Required to frequently sit for extended periods.
- Must have the visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.

Environment and Scheduling:

- Work is performed during standard business hours, Monday through Friday generally.
 - Must be flexible and available to work additional hours when necessary.
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CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.