

Director of Finance

Mission Statement for Rainbow Acres

Rainbow Acres, a residential Christian community with heart, empowers persons with developmental disabilities to live to his/her fullest potential with dignity and purpose.

Job Title: Director of Finance

Department: Administration

Reports to: President/CEO

Prepared Date: April 2025

Position Description:

The mission of the Finance Office is to develop, implement and monitor the policies and practices that assure that Rainbow Acres operates within the Generally Accepted Principles of Finance and Accounting for a not-for-profit corporation. The Director of Finance will direct and oversee the financial activities of the organization, prepare financial reports and summaries, and create forecasts predicting future financial growth.

Professional Responsibilities:

1. **Budgeting and Forecasting:** Create and manage comprehensive budgets across departments, forecasting future financial performance, and monitoring variances against budget.
2. **Financial Reporting:** Prepare accurate and timely financial statements, cash flow projections, and other reports for internal and external stakeholders.
3. **Financial Analysis:** Conduct in-depth analysis of financial data to identify trends, assess risks, and provide insights to inform strategic decision-making.
4. **Accounting Oversight:** Supervise all accounting functions, including accounts payable, accounts receivable, payroll, and tax compliance.
5. **Internal Controls:** Implement and maintain robust internal controls to safeguard assets and ensure financial accuracy. Oversee and review accounting tasks, including payroll, taxes, and compliance. Conduct internal audits and coordinate work of external auditors.
6. **Investment Management:** Working in partnership with the CEO manage the company's investment portfolio, in compliance with spending and investment policies of the Board.
7. **Team Leadership:** Hire, develop, and manage finance staff. Work effectively with all levels of staff.
8. **Stakeholder Communication:** Present financial information as requested by the CEO to senior staff, board members, and other key stakeholders.
9. **Risk Management:** Identify and mitigate potential financial risks within the organization.
10. **Compliance:** Knows and adheres to generally accepted accounting principles (GAAP). Ensures compliance with appropriate governmental rules and regulations.
11. **Monitor current income and manage cash flow.** Approve and monitor current expenditures and debt service.
12. **Oversee credit card acceptance contracts, policies, and processes across departments.**
13. **Manage Rainbow's insurance portfolio and employee benefits.**
14. **Goods and services:** As directed, accepts responsibility for the bidding of goods and services.
15. Meets deadlines in a fast-paced environment.
16. Serves as a resource to other functions, such as gift shop, human resources, etc.
17. Other duties as assigned, by the CEO.

Qualifications and Skills:

Director of Finance

- Bachelor's degree in Accounting or Finance in addition to a minimum of 5-7 years of finance/accounting experience in a leadership role; or equivalent combination. Master's degree in Business Administration (MBA) with a concentration in finance or accounting preferred.
- Extensive experience in financial management, including budgeting, forecasting, and financial analysis; particularly in a non-profit environment.
- Deep understanding of accounting principles and practices specific to non-profits, particularly the proper treatment of donor restricted funds.
- Strong leadership and supervisory skills to manage the finance/accounting function.
- Excellent communication and presentation skills to convey complex financial information effectively.
- Proficiency in financial software and systems.
- Ability to develop strong working relationships with colleagues across departments.
- Effective department manager.
- Excels at multi-tasking, organization, and time management.
- Detail-oriented with excellent attention to detail and follow-up.
- Able to effectively prioritize.
- Superior customer services skills.
- Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential along with sensitivity to the needs of the residents.
- Ability to meet all clearance requirements including: obtaining and maintaining a level one fingerprint clearance card, passing a background check, passing a pre-employment physical and drug screen, reference checks, compliance with vaccination requirements, verification that the individual is not listed on the AZ Adult Protective Services Registry.

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. While performing the duties of this job, the employee is frequently required to stand; walk; have great dexterity of hands and arms; stoop; kneel; and talk; or hear. The employee is required to sit for long periods of time. The employee may be required to lift and/or move more than 25 pounds. Ability to navigate rocky or unpaved terrain.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.