

**FLSA Status:** Exempt, 40 hrs/wk  
**Prepared By:** Susan Agel  
**Job Title:** Director of Finance and Operations  
**Reports To:** President  
**Prepared Date:** 03/02/2017, revised 8/1/20, revised 6/10/2021

### **Summary:**

The Director of Finance and Operations is a highly-valued and active member of the Positive Tomorrows team, whose responsibilities directly impact the organization's ability to fulfill its Mission Statement and Strategic Plan. This individual is the primary staff for budget and finance and is responsible for the oversight and operations of transportation, HR, contracts, food service, and property management. The Director of Finance and Operations is a member of the Leadership Team and reports to the CEO.

### **Essential Duties and Responsibilities:**

1. Oversees accounting, financial recordkeeping, and reporting of Positive Tomorrows; serves as liaison with contract accountant and audit firm. Ensure adequate controls are in place and approval policies followed.
2. Develops accounting systems for cash management, accounts payable, accounts receivable, etc.
3. Ensures appropriate use of restricted funds.
4. Develops accounting and reporting systems for federal programs: Early Head Start contract and New Market Tax Credit follow-up.
5. Supports budgeting process. Provides project budgets and expense reports to development staff as requested.
6. Provide effective leadership, supervision, consultation and counsel to program leadership especially pertaining to financial analysis and performance of programs.
7. Serve as staff person for finance committee and treasurer. Attends Board of Directors meetings and committee meetings as required.
8. Responsible for smooth and efficient operation of the agency. Suggests policy and procedure improvement as needed.
9. Oversees transportation needs and vehicle fleet. Ensures safety and maintenance of vehicles. Ensures adequate driving personnel are hired.
10. Oversees Positive Tomorrows property with a concern for safety, appearance, and appropriate maintenance. Bid out contracts for review by President.
11. Supervise School Nutrition Program; ensuring that government regulations are met and the program operates efficiently.
12. Oversee IT contracts and operations; ensuring the ongoing maintenance and updating of information systems and infrastructure, including hardware and software applications
13. Ensure administrative records, files and other data are complete and stored in a timely and secure manner.
14. Administrates human resources functions. Manages the following areas: benefits administration, job posting and interviewing, new employee training, payroll, worker's compensation, employment and compliance to regulatory concerns regarding employees, documentation, etc.
15. Oversee legal activities: letters of agreement, contracts, leases and other legal documents and agreements. Ensures all applicable laws and regulations are met.
16. Manages vendor contract compliance; seeks bids and develops RFP's as necessary.
17. Oversee all contracts Positive Tomorrows has with other entities. Ensure contracts are monitored and renewed on a timely basis.
18. Oversees risk management and has responsibility for appropriate insurance coverage. Makes recommendations as needed for safety and effective operations.

19. Report monthly updates at staff meeting. Keep leadership informed of agency financial status.
20. Other responsibilities as assigned by President.

### **Knowledge, Skills and Abilities:**

21. Knowledge of nonprofit accounting and ability to read and analyze a financial statement.
22. Knowledge of HR and employment regulations.
23. Excellent computer skills including databases, financial software, Microsoft Outlook, Word and Excel.

### **Personal Characteristics:**

24. Person of exemplary character who is deeply committed to Positive Tomorrows' mission
25. Able to excel in a dynamic work setting with multiple projects and pressured deadlines.
26. Able to establish and maintain effective internal and external working relationships.
27. Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities. Think critically and analyze situations.
28. Ability to work as a member of a team and to manage staff appropriately.
29. Attention to detail; committed to quality and to satisfaction of clients, volunteers, and staff
30. Able to organize and manage complex tasks
31. Advanced problem-solving and relationship-building skills.

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Collects and researches data.
- Technical Skills - Shares expertise with others.
- Team Work - Able to build morale and group commitments to goals and objectives.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Initiative - Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner.
- Safety and Security - Uses equipment and materials properly.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

- **Education/Experience:**  
Bachelor's degree in accounting or related area and 3 to 5 years of applicable experience.

- **Language Ability:**  
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Math Ability:**  
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:**  
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:**  
To perform this job successfully, an individual should have knowledge of Financial software; Word Processing software; Spreadsheet software; Internet software; Project Management software and Database software.

**Supervisory Responsibilities:** Supervises Operations Manager, Cook, Receptionist.

### Work Environment:

The work environment characteristics described here 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. While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

### 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.

- Must be willing to work flexible hours, including occasional evenings and weekends.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must possess a valid Oklahoma Driver's license as described above, have reliable transportation and the ability to drive.
- Must be able to carry 25 pounds, load and unload boxes, bags of donations, etc.

Employee Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_