



CHRYsalIS POSITION DESCRIPTION

Chrysalis is an Equal Opportunity Employer. It recruits and hires without regard to race, color, creed, religion, sex, national origin, age, veteran or disability status, sexual orientation, gender expression, or any factors prohibited by law and affirms in policy and practice to support equal opportunity in accordance with all applicable federal, state, and local laws.

Position Title: Director of Finance and Administration

Description: Responsible for the direction, supervision, and managerial oversight of all financial operations including: accounting, budgeting, reporting and forecasting, cash management, financial systems, internal controls, audit, and payroll. This position is also responsible for the overall management of IT and Human Resources within the agency.

Qualifications:

- Bachelor's degree with a concentration in a business related field; accounting preferred
- Minimum of five years experience in an accounting related profession with particular emphasis on non-profit accounting; supervisory experience preferred
- Experience in budgeting, forecasting, and monthly close process
- Ability to analyze and interpret non-profit financial data
- Extensive knowledge of non-profit accounting principles, procedures, and standards
- Strong management skills which include: coaching, training, problem and resolution.
- Proficiency in MS Office, ACCESS, and accounting software, preferably CYMA.
- Working knowledge of Human Resources and IT
- Ability to use sound business reasoning and demonstrate tact, discretion, and resourcefulness.
- Ability to perform accounting with maximum accuracy.
- Ability to effectively communicate with all internal and external stakeholders.

Responsibilities:

- Manages all accounting, Human Resources, and IT functions to include: general ledger, accounts receivable, accounts payable, cash management, - payroll, human resource practices, and database applications.
- Develops and analyzes monthly and quarterly reports for management and funding agencies; creates monthly/annual forecasts
- Manages annual budget process and recommends appropriate cost controls



Position Description

Director of Finance and Administration

- Oversees the processing and accounting for revenue and expenditures by program; ensures accuracy, completeness, and compliance with agency, local, state and federal requirements, and standard accounting and audit procedures
- Assists independent auditors with interim and year-end audits
- Understands and executes Chrysalis' policy as it relates to grant funding, contracts, and cash management
- Completes all required financial documentation for the agency Capital Campaign
- Maintains and enhances the automated financial management system
- Analyzes, plans, and implements needs for staff and computer support in accordance with demand and established standards.

Organization Structure

- Reports directly to the President/CEO and to the Board of Directors
- Directly supervises finance, human resource, and IT employees
- Active member of:
 - Senior Leadership Team – President/CEO and Chief Clinical Officer
 - Leadership Team – All Directors
 - Financial Committee of the Board of Directors
 - Consults with Development Team as needed
- Shares leadership responsibilities with Chief Clinical Officer during absences of the President/CEO.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

NOTE: Chrysalis Shelter for Victims of Domestic Violence, Inc. is an At-Will Employer and signing this position description in no way constitutes a contract of employment.