



Finance Director Position Description
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I. TITLE: Director of Finance
FLSA: Exempt

II. POSITION SUMMARY:

Reporting to the Chief Financial Officer (CFO), the Director of Finance will be responsible for oversight of all finance, accounting and reporting activities. The Director of Finance will be a member of the Leadership Team and will be the staff liaison to the Finance Committee.

The Director of Finance will lead day-to-day finance operations including functional responsibility over budgeting, accounting, banking, accounts payable, accounts receivable, audit, payroll and grants administration. The Director of Finance will ensure that Waterloo Greenway Conservancy has the systems and procedures in place to support effective program implementation and conduct clean audits.

III. ESSENTIAL FUNCTIONS:

- Guide financial decisions by establishing, monitoring and enforcing policies and procedures.
- Assist in budgeting process; manage budget and control expenses effectively.
- Provide status of financial condition of the organization by collecting, interpreting and reporting key financial data.
- Help coordinate audit activity.
- Co-lead organizational cash flow forecasting; continuously collaborate with program leadership to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
- Assist with Board's Finance Committee deliverables.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements.

- Oversee financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; support the completion of financial reporting materials for government, corporate, and foundation grants.
- Support finances and planning for Waterloo Greenway capital projects; assist with financial planning strategy, design and construction funding and payables, receivables from government partners.
- Manage planning, budgeting and financial support leading up to the opening of Waterloo Park and the Moody Amphitheater and thereafter in partnership with Amphitheater GM and production partners.
- Protect assets by establishing, monitoring and enforcing internal controls.
- Hire, train, develop and appraise staff effectively, as needed.
- Administer employee benefit plans.

IV. CORE COMPETENCIES:

- Decision Quality
- Resourcefulness
- Ensures Accountability
- Collaborates
- Communicates Effectively
- Instills Trust
- Nimble Learning

V. OTHER ACCOUNTABILITIES:

Other duties as assigned.

VI. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

This job is primarily performed in an indoor office environment, requiring the candidate to remain in a stationary position over 90% of the time.

VII. EDUCATION AND EXPERIENCE:

- Minimum qualifications
 - Bachelor's degree in Business, Management, or Finance
 - A minimum of five years of financial management/accounting experience
 - Solid experience managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and payroll
 - Previous experience should include internal audit, coordination and management of independent external audit, compliance, budget and reporting
 - Track record in grants management as it relates to compliance and reporting to government, corporate and foundation grants is essential

- Keen analytic, organization and problem solving skills which allows for strategic data interpretation versus simple reporting
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Ability to translate complex financial concepts to individuals at all levels
- High level of proficiency with MS Excel and proficiency with QuickBooks
- Preferred qualifications
 - CPA and/or MBA
 - Experience in a non-profit organization
 - Experience in construction accounting

VIII. ORGANIZATIONAL RELATIONSHIPS:

- Reports to: CFO
- Supervises (if any): Staff Accountant
- Supports: Entire organization

IX. COMPENSATION:

Competitive annual salary range of \$85K-\$100K dependent on experience. Full health, vision, and dental benefits. Generous PTO, vacation, and sick-leave policy. IRA with organizational match.

X. TO APPLY:

Qualified applicants are invited to submit resume, cover letter, and contact information for at least two professional references. Please send complete applications via email to: jobs@waterloogreenway.org. Waterloo Greenway respects confidentiality relating to these submissions.

EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to

contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.