



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

II. POSITION SUMMARY:

Reporting to the Chief Financial Officer (CFO), the Finance Director will lead day-to-day finance operations, and be a member of the Leadership Team. Responsibilities will include managing day-to-day finance operations including functional responsibility over budgeting, accounting, banking, accounts payable, accounts receivable, audit, payroll and grants administration. The Finance Director will ensure that Waterloo Greenway Conservancy has the procedures in place to support strong internal controls and accurate GAAP reporting.

III. ESSENTIAL FUNCTIONS:

- Assist in establishing, monitoring and enforcing policies and procedures
- Manage audit process with external auditor, and provide all necessary support
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- Supervise accounts receivable and accounts payable, ensuring proper reporting of revenue and appropriate controls of payables
- Prepare and post monthly journal entries
- Perform various monthly reconciliations, and lead monthly close process
- Submit biweekly payroll, under the supervision of the CFO and/or COO
- Provide monthly financial reports in an accurate and timely manner
- Responsible for all grant tracking, including assisting the fundraising department in grant applications and reporting
- Collaborate with the Capital Projects team and the City of Austin to properly track and report on all expenses and funding sources for Waterloo Greenway capital projects
- Protect assets by establishing, monitoring and enforcing internal controls
- Manage staff effectively
- Assist with employee benefits as necessary

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 seven 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 external audit
 - Track record in grants management as it relates to compliance and reporting to government, corporate and foundation grants
 - High level of proficiency with MS Excel and proficiency with QuickBooks
 - Self-starter with excellent problem-solving skills
 - Strong interpersonal and communication skills
 - Ability to translate complex financial concepts to individuals at all levels
- Preferred qualifications
 - CPA and/or MBA strongly preferred
 - Finance/accounting experience in a non-profit organization

VIII. ORGANIZATIONAL RELATIONSHIPS:

- Reports to: CFO
- Supervises (if any): Accounting Manager, Senior 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.