



POSITION: Director of Finance and Administration
REPORTS TO: VP of Operations
STATUS: Full-time/Exempt

Broward Healthy Start Coalition, Inc., (Coalition) is a nonprofit 501(c)3 corporation located in Fort Lauderdale, Florida that leads a cooperative community effort to reduce fetal and infant mortality and improve the health and developmental outcomes of infants, childbearing women, and their families in Broward County.

POSITION DESCRIPTION

The Director of Finance and Administration reports directly to the Vice President of Operations for day-to-day operations and financial matters and indirectly to the Chief Executive Officer for strategic and high-level financial decisions. The Director will primarily be responsible for all fiscal and administrative functions associated with managing the Finance Department operations, including General Ledger Accounting, Grant Accounting and Reporting, Banking, Accounts Payable and Receivable, Budgeting, Payroll, Pensions including administration of the company's 403B, Maintaining Financial Systems, Administrative Purchasing and Contracting, and Information Technology.

PRIMARY DUTIES

Daily job duties:

- Plans, evaluates and directs departmental policies, programs and operations; develops recommendations for the CEO and Board of Directors; implements approved policies, programs and procedures accordingly.
- Manages the financial operations of the Coalition by an established central accounting system, engaged in various areas of accounting and fiscal management, e.g., banking, budget adherence, customer service, payroll, purchasing, and pension.
- Manages periodic preparation of financial statements, cost reports and budget versus actuals reports at Company, Program, Contract/Grant and Billing Levels, including operating and capital outlay expenditures, revenue projections, annual budget preparation, annual financial report, and grant reports.
- Manages approval of disbursements for goods and services within budget appropriations.
- Oversees annual year-end closing functions in conjunction with auditors.
- Directs the activities of internal IT support, oversees network and maintains relationship with external IT vendors.
- Oversees office management which includes facilities, reception, office support, maintaining compliance, reviewing and negotiate vendor contracts, and purchasing.
- Performs other related work and duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in computer applications (Excel, Word, PowerPoint).
- Ability to prepare financial reports.
- Knowledge of an electronic accounting system.
- Knowledge of accounting practices and administrative policies.
- Requires excellent written and verbal communication skills.
- Ability to formulate and install methods, procedures, forms, and record systems.
- Ability to maintain strict confidence.
- Ability to supervise professional and clerical staff.
- Must be highly organized and capable of managing multiple tasks and priorities.

- Knowledge of the laws and policies governing nonprofit finance and accounting practices and procedures.
- Knowledge of fiscal matters associated with governmental accounting, e.g., contracts management, grant administration, and investment.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE

- Bachelor's Degree in Accounting, Finance or related field from an accredited University. Master's Degree preferred.
- Five (5) years or more demonstrated experience in performing accounting functions, preferably in a not-for-profit setting.
- Previous experience using fund accounting-type software.
- Previous experience using automated financial systems necessary.
- Computer knowledge and ability to express ideas clearly and concisely, both orally and in writing are essential.

PHYSICAL DEMANDS

Must be able to sit for an extended amount of time.

Must be able to bend and stoop.

Frequent use of keyboard and telephone.

Occasional lifting up to 25 pounds.

SALARY:

\$80,000-\$95,000 annually

Broward Healthy Start Coalition, Inc. requires all new hires to pass a Level 2 criminal background check before being hired. We are an Equal Opportunity Employer.