



Make-A-Wish Foundation® of Ohio, Kentucky & Indiana

JOB DESCRIPTION

<b>Name:</b>	
<b>Job Title:</b> Director of Finance	<b>Location:</b> Chapter HQ – Columbus, OH
<b>Reports to:</b> Chief Financial Officer	
<b>Supervisory Responsibilities:</b>	
<b>Type of position:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

**Reporting Structure:**

Reports directly to the Chief Financial Officer.

**Position Summary:** Overall responsibility for the financial affairs of the organization. Supports the CFO by ensuring the chapter’s financial resources are properly managed and positioned to maximize the chapter’s ability to fulfill its mission. Provides oversight of all Foundation assets and proper management of financial resources, ensuring sufficient controls are in place, and providing actionable financial reporting support to chapter management and board.

**Essential Job Functions:**

**General Responsibilities:**

- Chapter internal and external financial reporting and forecasting
- Create and monitor annual budgets
- Perform financial analysis to ensure best financial practices and procedures
- Oversee accounts payable processes
- Perform monthly account and bank reconciliations
- Functional oversight of accounting software
- Internal and external audit preparation and management
- Ensure financial controls are adhered to throughout the chapter
- Compliance with IRS/GAAP standards

**Specific Accounting and Finance Responsibilities:**

- Ensure the safety of organization assets by enhancing internal control and proper segregation of duties.
- Compile and prepare all of the Foundation’s financial documents which include but are not limited to:
  - The annual budget using information from the CEO, COO, and Directors
    - This budget must be balanced and align with the Strategic Plan approved by the Board of Directors.

The Make-A-Wish foundation is an equal opportunity employer



## Make-A-Wish Foundation® of Ohio, Kentucky & Indiana

### JOB DESCRIPTION

- The budget must be monitored monthly and all significant variances analyzed and corrective action recommended so that staff can take action on unfavorable situations.
- Prepare monthly financial statements on a timely basis to be presented to the Executive Staff, Finance Committee, the Board of Directors and Make-A-Wish Foundation of America.
- Prepare appropriate support schedules and maintain the general ledger in accordance with generally accepted accounting principals.
- Maintain fixed asset ledgers and depreciation schedules for the organization.
- Ensure financial data in Raiser's Edge reconciles to the general ledger; this includes both contribution revenue and wish expenses.
- Prepare financial data required by the various volunteer committees, management and staff.
- Prepare and submit the Foundation's financial statements, annual report, tax filings and national reports on a timely basis. This includes necessary paperwork and information needed for tax responsibilities and human resource programs, such as W-2s, Form 990, and Form 1099's.
- Ensure that vendors are paid properly, on a timely basis and with adequate documentation as proof of service provided.
- Monitor the contributions receivable account to ensure pledged donations are received on a timely basis.
- Monitor the cash receipts and tax acknowledgement processes ensuring that donations are processed and donors are acknowledged accurately and in a timely manner.
- Ensure financial controls and appropriate reporting are in place to support the Foundation's internal events.

#### **Administration:**

- Provide full supervision to the Finance Manager and Administrative Coordinators.
- Recommend changes to the business systems as dictated by changing organizational needs. Ensure that proper controls are implemented after any system change is made.
- Serve as a staff person on the Finance Committee, participate at Board of Directors meetings and such other committees as determined by the CFO.
- Maintain expertise in current accounting trends and best practices as they relate to the organization and make recommendations for implementation of accounting changes to management, internal auditors and external auditors.

#### **Essential Skills and Abilities:**

- Thorough knowledge of financial accounting components, including but not limited to, cash receipts, cash disbursements, general journal entries, bank reconciliation, depreciation schedules, and financial statement analysis.
- Proven ability to successfully handle multiple tasks and meet deadlines.
- Excellent time management, organization and independent judgment skills.
- Experience with computerized financial accounting systems. Strong PC skills with proficiency in Word and Excel. Experience with Raiser's Edge/Financial Edge software a plus.
- Ability to successfully work in a collaborative, team-oriented organization. Excellent customer service orientation.

The Make-A-Wish foundation is an equal opportunity employer



**Make-A-Wish Foundation® of Ohio, Kentucky & Indiana**

**JOB DESCRIPTION**

- Strong interpersonal and verbal/written communication skills with the ability to work with all levels of management, staff, volunteers, donors and vendors.
- Travel required within the 3-state area; additional travel may arise based on business needs.

**Qualifications:**

- BA/BS with a major in Accounting.
- 3+ years of experience with supervisor/management level responsibilities
- Accreditation as Certified Public Accountant preferred, but not required
- Commitment to and a passion for the mission of the Make-A-Wish Foundation
- Valid driver’s license and reliable transportation

**Physical Demands:**

The physical demands and work environment listed 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 a person with disabilities to perform the essential functions.

- Physical Demands: While performing this job employees may occasionally required to talk, stand or sit for long periods of time, walk, climb stairs, key data, stoop, twist, bend, crawl, speak and hear. Employees may drive a motor vehicle and may be required to travel during business hours and overnight up to 20% of the time. Person must also be able to move/lift up to 20 pounds.
- Work Environment: While performing this job employee is exposed to normal office conditions which would include varying levels of background noise and normal office distractions.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside of their normal responsibilities as needed. The employee is expected to adhere to all company policies.

I have read and I understand this explanation and job description.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**