

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title: Finance/Business Director	FLSA Status: Exempt
Supervisor: Executive Director	
General Information: Under general direction of the Executive Director, is responsible for the financial operations of Youth Dynamics Inc. Primary responsibilities are duties related to effective and efficient financial operations of the agency.	
Minimum Qualifications	Bachelor's degree required in accounting and/or business management with 3-5 years experience in accounting, supervision and budget management. Specialized training/coursework in finance and accounting required with preference possibly given to a CPA. Knowledge/background in computerized accounting systems, database, spreadsheet and work processing skills required. Must possess the ability to work effectively with the public and demonstrate excellent organizational and accounting skills.
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Thorough knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing, using both technical and non-technical language. • Ability to establish and maintain effective working relationships. • Ability to prepare accurate and reliable reports. • Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to perform a wide variety of clerical, secretarial and administrative support tasks with accuracy and speed under the pressure of time sensitive deadlines. • Ability to be flexible and adapt to organizational changes and needs. • Possession of a valid drivers license and minimal insurance required by law.
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, files, equipment and food up to 30 pounds.
Principal responsibilities	<p><u>Financial</u></p> <ul style="list-style-type: none"> • Maintain agency accounting records. • Prepare agency financial statements. • Prepare agency budget. • Keep Executive Director apprised of financial status. • Coordinate capital purchases as requested. • Prepare/monitor agency cash flow. • Develop with administrative input a rate matrix for agency programs/contracts. <p><u>Operational</u></p> <ul style="list-style-type: none"> • Responsible for implementation of operational plans for continued growth of the agency. • Other duties as assigned by Supervisor. <p><u>Staff Selection, Supervision and Training</u></p> <ul style="list-style-type: none"> • Supervise accounting personnel. • Collaborate with the Human Resources Director to recruit, screen and hire qualified staff and assure proper supervision. • Coordinates and assures regular supervision for finance staff. This supervision will cover all financial and organizational responsibilities. • Complete personnel evaluations as per Youth Dynamics Inc. policies and procedures • Review and recommend to Executive Director the approval of Financial staff attendance at conferences or workshops requiring use of Youth Dynamics Inc. funding and/or time off. • Collaborate with the YDI Training Committee as needed to assure the provision of training to meet the identified needs of finance staff. • Collaborate with the Office manager to support and enhance operations of the business office.

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	<p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> • Responsible for safely operating personal/leave vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor. • Maintain awareness of work environment and perform duties in a safe and responsible manner. • Maintain tact, diplomacy and professionalism at all times. • Complete required paperwork in an accurate and timely manner. • Participate as a positive member of the Youth Dynamics, Inc. organization. • Act as a positive representative of Youth Dynamics, Inc. to the public. • Participate in public relations and marketing efforts approximately 5% of your work time. • Participate in regular supervision with your Supervisor. • Participate in staffings and relevant in-service training as needed or required. • Attend all meetings as are necessary to fulfill job responsibilities. • Develop a plan for personal and professional growth, as needed. • Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.
<p>Minimum Expectations</p>	<p><u>Position Allocation:</u> (1.0 FTE)</p> <ul style="list-style-type: none"> • .20 Monthly Financial Statements • .25 Develop and Monitor Budget Cash flow / and Financial Projections • .20 Develop and Monitor Financial / Business Policies / Procedures • .20 Facilitate - oversee Maintenance, leases, set-up, telephones, equipment, etc. • .15 Staff Supervision / Management / Oversight <p><u>Finance/Business Manager</u></p> <ul style="list-style-type: none"> • Prepare Monthly financial report by the third week of each month and distributed to the Finance Committee and Program Supervisors. • Complete proposed annual agency budget by the first week of May, each year. • Maintain \$150,000.00 in operating revenue on a monthly basis. Exceptions to be discussed with Executive Director. • Maintain Accounting procedures according to standard accounting requirements. • Assure agency audit completion by September of each year. • Timely (within 30 days of due date) and accurate performance evaluations • Receivables not to exceed 60 days outstanding, with at least 85% to be outstanding 30 days or less • Payables handled within 45 days of receipt of invoice. • HIPPA Compliance. <p><u>Program Improvement / Development</u></p> <ul style="list-style-type: none"> • Accounts Payable Procedures • Accounts Receivable Procedures • Inventory Procedures • VPN Completion and implementation • Pay voucher system • Quality Improvement Process

I acknowledge receipt of this job description:

Employee

Date