



Announcement Date: June 28, 2024

OPEN POSITION: Director of Finance and Operations

Apply by: Sending Cover Letter and Resume to: careers@ecpac.org

Position start date: September 2, 2024

The Early Childhood Partnership of Adams County Director of Finance and Operations Job Description

Job Title:	Director of Finance and Operations
Reports To:	Executive Director
FLSA Status:	Exempt
FTE:	Full Time (1.0 FTE)
Hours expected:	32 hrs – 40 hrs per week (employee can choose final number of hours per week)
Hiring Range:	\$67,500 - \$71,250 (32 hrs/wk) to \$90,000 - \$95,000 (40 hrs/wk) plus benefits (both include 401K match, health insurance, term life insurance, and short-term/long-term disability). The salary offered will be based on the applicant's ability to meet requirements and preferences listed below.

The Early Childhood Partnership of Adams County (ECPAC) welcomes your interest in our Director of Finance and Operations position. We **strongly encourage** people from Adams County who identify as a member of any marginalized community to apply. ECPAC strives to meet the needs of our employees and community members in all areas related to diversity, equity, inclusion, belonging, and accessibility.

POSITION SUMMARY:

Overall Statement of Responsibility

The Director of Finance and Operations is responsible for managing both the financial and operational aspects of the Early Childhood Partnership of Adams County (ECPAC), a non-profit organization. This position works closely with the Executive Director and Manager of Grants and Funding to ensure fiscal compliance with federal, state, foundation, and private donation funds, as well as human resources and daily operations - to support the overall effectiveness and efficiency of the organization. The Director of Finance and Operations is responsible for working with the Executive Director and ECPAC Board Treasurer to ensure the Governing Board of Directors has the needed information to perform their financial obligations. This position supervises 2-3 staff members who support financial and operational needs. This is a hybrid position with at least 2 days in the office per week expected. Additional days will be expected at the start of this position. The previous Director of Finance and Operations will be contracted to provide training and support to this position as needed.

FINANCIAL Essential Duties and Responsibilities

The Director of Finance and Operations has primary responsibility for financial accounting and reporting, accounts receivable, accounts payable, payroll, budget preparation, support contracting, and financial risk management.

Financial accounting and reporting

- Develop as needed, implement, and ensure compliance with internal financial and accounting policies and procedures per ECPAC's Financial Policies and Procedures
- Develop as needed, and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Coordinate the annual audit and tax filings; Prepare all supporting information for the annual audit and liaise with the Board's Finance Committee and the external auditors as necessary
- Maintain complete and accurate supporting information for all financial transactions
- Maintain the financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash in accordance with the Uniform Guidance
- Reconcile bank and investment accounts
- Review results as required and implement variance reporting

- Manage the cash flow and prepare cash flow forecasts in accordance with policy
- Develop, as needed, and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Prepare annual charitable return in a timely manner as appropriate
- Liaise with the Treasurer, Finance Committee and/or Audit Committee as appropriate
- Assist the Executive Director and the Board Treasurer with financial reporting as required at Board meeting and the Annual General Meetings
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements

Payroll preparation and administration

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
- Submit monthly, quarterly, and annual tax and payroll payments, quarterly and annual tax reporting

Budget preparation

- Follow guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Director and Treasurer and/or Finance Committee
- Assist Directors and Project Managers with the preparation of budgets for funding applications
- Assist Directors with oversight of budget and financial commitments in contracts

Resource Development

- Work closely with the Executive Director and Manager of Grants and Funding to ensure adequate financial resources to carry out the work of ECPAC
- Assist the Executive Director, and Governing Board with the development of annual Fundraising/Revenue Plan

Project management accounting

- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders
- Provide accurate and timely reporting on the financial activity of individual projects

Staff Supervision

- Supervise Administrative Assistant and Accounting Staff member(s) using best practices in supervision to promote employee development and success, and ensure accountability

Risk management

- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized per ECPAC's Financial Policies and Procedures
- Ensure that the organization is in legal compliance with all local, state, and federal laws and regulations
- Maximize income where possible and appropriate
- Negotiate with Bank for lines of credit or other financial services as required and appropriate

OPERATIONS Essential Duties and Responsibilities

The Director of Finance and Operations has primary responsibility for the overall organizational functioning in close collaboration with the Executive Director, including ensuring that all internal operations are aligned with administrative best practices to ensure accountability; formulating policies and procedures, developing goals and objectives, and directing day-to-day activities.

Human Resources

- Support Executive Director and other Directors/Managers in all recruiting and staffing
- Facilitate employee communication regarding policies, procedures, benefits, etc.
- Promotes and helps to address employee safety, welfare, wellness, and health
- Work with Benefit Broker and vendors to establish annual benefits packages
- Works with Executive Director and other Directors/Managers for performance management and improvement systems
- Attends trainings as needed to build knowledge and skills in above mentioned responsibilities

Organizational

- Provides management of the ongoing daily operations of the organization, overseeing the office administration, operations and human resources, and further supervising the staff, programs and all building, office space and equipment-related needs with support from the Administrative Assistant

- Works directly with the Executive Director on developing goals and objectives for the organization as it pertains to financial resources and operational capacity
- Works with the Executive Director and Manager of Grants and Funding on supporting the implementation of the ECPAC Resource Development Plan Plan to support fundraising activities towards ensuring sustainability and expansion of successful projects and programs
- Works with Executive Director and Administrative Team on overall organizational operations to ensure adequate infrastructure to support successful implementation of projects and programs
- Attends trainings as needed to build knowledge and skills in above mentioned responsibilities
- At the request of the Executive Director, or in response to a specific request of the Board of Directors, may attend and/or make formal presentations to the Board, and perform as back-up to the Executive Director during vacations or other periods of absence.
- Other duties as assigned by the ECPAC Executive Director

Qualifications:

- *Education:* University degree or college diploma in Accounting, or Business Management/Administration (Masters preferred); experience in field may substitute for specific degree
- *Professional designation:* Chartered Accountant, Certified General Accountant, or Certified Management Accountant designation is an asset
- Minimum three (3) years of experience with nonprofit budgeting and financial management of budgets over \$1 Million; at least one year experience in some type of leadership role
- Experience working with a Board of Directors or other types of leadership
- Knowledge of generally accepted accounting principles
- Knowledge of federal legislation affecting nonprofits or willing to learn quickly
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Knowledge of human resource policies and procedures
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software (Quickbooks and Microsoft Office)
- Solid time-management and ability to manage multiple complex projects, including frequent deadlines, alignment of activities to the organization’s strategic vision and communication of progress and outcomes to diverse stakeholder groups
- Demonstrated ability to work within and lead teams – share responsibilities, confer with others, honor commitments, help others do their jobs and seek help when needed
- Demonstrated staff supervision skills
- Personal qualities of integrity, credibility, efficiency, and dedication to the mission and vision of ECPAC

ADDITIONAL REQUIREMENTS:

- All applicants must have a valid driver’s license and vehicle insurance, as local travel of less than 50 miles per month is expected

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Use computer for periods of time up to two hours
- Ability to stand and walk on hard surfaces for periods of time up to three hours
- Ability to lift/push/pull/carry various objects of 30 -40 pounds
- Ability to reach to shoulder level and above
- Ability to bend at the hips and knees
- Drive various distances in all types of weather conditions - travel is expected at less than 50 miles per month
- Ability to work evenings and weekends on occasion

TO APPLY: Please submit a cover letter and current resume to careers@ecpac.org.

Additional Information: ECPAC participates in E-Verify and will provide the federal government with your Form I-9 information to confirm you are authorized to work in the U.S. ECPAC will only use E-Verify once you have accepted a job offer and completed the Form I-9. ECPAC will not discriminate based upon race, color, religion, sex, sexual orientation, gender identity, or national origin and abides by affirmative action to ensure equality of opportunity in all aspects of employment. Applicants are protected from

discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Qualified individuals with disabilities are protected from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification referral, and other aspects of employment. ECPAC will take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment. ECPAC abides by affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans, active-duty wartime or campaign badge veterans, or Armed Forces service medal veterans. ECPAC strives to have a diverse staff that represents the community we work with. We strongly encourage people from Adams County who identify as a person representative of the diverse races and cultures to apply.

The Early Childhood Partnership of Adams County (ECPAC), a 501(c)(3) founded in 2004, is the official Early Childhood Council serving **Adams County**. Our mission is to build a community where *all young children, their families and early childhood professionals can reach their full potential*. Through legislation, ECPAC is charged to enhance the system serving young children by improving **equitable access** to affordable, high-quality services in early learning, health/mental health, and family support and education. ECPAC serves Adams County children and families through two main strategies: 1) leading and engaging in partnership-driven policy and systems change, and 2) providing direct services to support early learning programs (through quality improvement coaching, early childhood mental health consultation, and now career navigation) and families (through care navigation/classes).