



Job Description

Job Title: Finance and Human Resources Director

Department: Administration

Reports to: Executive Director

FLSA Status: Exempt/Full-Time

Revision Date: 11/23/2020

GENERAL POSITION SUMMARY

The Finance/HR Director's primary responsibility is to assess organizational performance against both the annual budget and the agency's long-term strategy. Responsible for all functions related to finances, including but not limited to the supervision of finance clerk, contractors related to RCPC finances, payroll, accounts payable, accounts receivable, and the general ledger. Guides and manages the overall provision of Human Resources Services, policies and programs, including recruiting, staffing, employee orientation, compensation, and benefits administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management:

- Supervise and manage the overall performance finance and HR staff;
- Assists in the completion of grant proposals;
- Effectively applies RCPC's mission and enforces RCPC's policies and procedures;
- Ensures personnel and finance documents are complete, current, and stored appropriately;
- Utilizes program funds appropriately and with the required authorizations;
- Effectively communicates relevant finance and agency information to Management Team and Board of Directors;
- Cross trains in all job duties of the finance staff and performs them when needed, including payroll, accounts payable and accounts receivable.

Operational Finance Duties:

- Prepare and maintain regular financial reports to include but not limited to: monthly profit and loss by department (budget VS actual), balance sheet and income statements;
- Ensures timeliness and accuracy of financial management reporting for federal and state funding, foundations, and the Board of Directors including the cumulative fiscal reports as required by each grant;
- Develop and maintain RCPC's annual budget to align with the strategic plan;
- Develop budgets for each individual project with the assistance of each Program Manager and the Executive Director;
- Reviews all month and year-end closing activities;
- Organizes, prepares, and executes all necessary tasks for the completion of RCPC's annual audit, and any other finance related internal or external audits;
- Oversee agency's cash management and prepare monthly bank reconciliations for all accounts;
- Oversee the gaming activities and disbursement of gaming funds;
- Ensures maintenance of appropriate internal controls and financial procedures;



- Ensures timeliness and accuracy of financial reporting mandated by federal and state laws, including forms: W-2, 1099, 941, and State of Alaska Unemployment quarterly reports;
- Coordinate and assist the Agency's independent CPA for the proper filing of tax returns (Form 990).

Human Resources Operational Duties:

- Working as a partner with the Executive Director in originating and leading Human Resources practices and objectives;
- Plans, organizes and directs the activities and staff of Human Resources, including recruitment and selection, classification and compensation, employee benefits, environmental, health and safety, organizational development and training, payroll, labor relations, affirmative action, and risk management. Work involves the application of professional knowledge and personal judgment to a variety of technical personnel and managerial problems and issues;
- Manages the development and implementation of Human Resources' goals, objectives, policies and priorities for each function;
- Conducts wage surveys within labor markets to determine competitive wage rates and compensation plans;
- Responsible for records of personnel, including hires, promotions, transfers, performance reviews and terminations;
- Assists in the preparation and execution of RCPC's Personnel Manual, policies, and procedures;
- Prepares job descriptions under the direction of Program Managers and the Executive Director;
- Prepares and conducts employee orientation;
- Drafts proposed contract language; assembles negotiated labor contracts;
- Assists in resolving labor disputes and grievances;
- Manages the RCPC's health insurance program;
- Manages the RCPC's benefits package as directed by the Board of Directors.

Additional Duties:

- Assist staff with Information and Technology hardware problems, troubleshoot and resolve common issues, and contact the IT Contractor when necessary;
- Other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

- Microsoft Solomon experience a plus, but not required;
- Superior Excel and Word skills;
- General ledger knowledge and experience;
- Detail oriented with a high level of accuracy;
- Motivated and willing to take initiative;
- Team oriented;
- Maintain strict confidentiality,
- Excellent oral and written communication skills;
- Excellent interpersonal skills;



- Experience and/or desire to work in a non-profit environment with families and children.

MINIMUM EDUCATION/EXPERIENCE:

- Minimum three years of bookkeeping/accounting experience;
- Bachelor’s degree in accounting or business preferred.

PHYSICAL DEMANDS

The physical demands and work environment described 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 individuals with disabilities to perform the essential functions.

- Prolonged sitting or standing for long periods of time;
- Frequent bending, stooping, reaching, pushing and pulling;
- Occasionally will lift up to 10 pounds;
- Frequent rapid mental/hand/eye coordination and manual dexterity.

ACKNOWLEDGEMENT

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Resource Center for Parents & Children, Inc.
- I have read and understand this job description.
- My supervisor has reviewed this job description with me.

Print Employee Name:
Employee Signature:
Date:

Print Supervisor Name:
Supervisor Signature:
Date:

The above statements are intended only to describe the general nature and level of work to be performed by an employee assigned to this position. They are not intended to be construed either as an employment contract or as an exhaustive list of all responsibilities, duties, and skills required of persons so classified or assigned and are subject to change at the discretion of the employer.