



BOYS & GIRLS CLUB OF DOOR COUNTY

Position – Finance Director

Salary - Compensation will be based on experience.

Company – Boys & Girls Club of Door County

POSITION SUMMARY

Reporting to the Chief Executive Officer (CEO), the Finance Director will be responsible for the oversight of accounting, monthly and annual financial reporting activities. The Finance Director will evaluate and, when necessary implement strong internal accounting controls to improve the organization’s internal processes and ensure timely audits. The Finance Director, as a part of the Senior Management Team must demonstrate a team first disposition in supporting the needs of the operation. The Finance Director will have functional responsibility over accounting activities including, but not limited to: accounts payable, accounts receivable, grants accounting and reporting, chart of accounts, general ledger management and payroll. In addition, the Finance Director will support the Finance Committee in preparing reports for board presentations

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all accounts, ledgers and reporting, ensuring compliance with appropriate General Accepted Accounting Standards.
- Prepare or supervise the timely production of all monthly financial statements (including a Statement of Activities and Statement of Position) for distribution to internal stakeholders.
- Coordinate all activities (reconciliations, schedules, etc.) necessary to complete timely annual audits.
- Prepare or direct the preparation of all information, reports, schedules, analyses, etc. required for a timely and efficient completion of the 990.
- Review accuracy of all monthly bank and investment account reconciliations to the general ledger control accounts and third-party provided balances.
- Maintain internal controls and safeguards for receipt of revenue and expenditures.
- Provide timely assistance to all functional areas of the organization, including but not limited to HR, Resource Development, Club Operations, etc.
- Oversee proper grant accounting to support timely financial reporting to funders.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED

- Bachelor's degree from an accredited college or university in accounting, finance, or business administration.
- A minimum of three years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience.
- Thorough knowledge of budgeting and accounting practices, processes and procedures of non-profit organizations.
- Good communication skills, both verbal and written.
- Strong organization and analytical skills.
- Ability to interact professionally with Club staff, Board members, volunteers, and other related agencies.
- Must have strong Excel and other computer skills.

TO APPLY

Please **submit a cover letter including your desired salary and your resume to jgentry@bgcdoorcounty.org**

JOB TYPE: Full-time, Salary Exempt, Monday to Friday

SALARY: Compensation will be based on experience.

BENEFITS: Full complement of benefits.

BGCDC is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

COVID-19 Considerations: BGCDC has implemented and are executing the safety protocols set forth by the CDC and other public health organizations for the safety of our staff, members and youth development community.

Education:

- Bachelor's degree from an accredited college or university in accounting, finance, or business administration.

Experience:

- A minimum of three years of progressively responsible work experience managing the accounting functions in a non-profit agency, or equivalent experience.
- Thorough knowledge of budgeting and accounting practices, processes and procedures of non-profit organizations.

License/Certification:

- Driver's License (Required)

- State & Federal Background Check
 - & Federal Fingerprint Background Check
- Work Location:
- Sturgeon Bay, Wisconsin