



Campaign For Working Families, Inc. Job Description

Job Title:	Director of Finance	Last Updated:	October 2022
Department:	All	Primary Manager:	President/CEO
DOL Status	Full-Time	FLSA Exemption:	Exempt

Overview Campaign For Working Families

The Campaign for Working Families, Inc. (CWF) facilitates expanded income security to low and moderate wage earners in the Philadelphia and Southern New Jersey regions by increasing their access to the Earned Income Tax Credit (EITC) and other federal credits, low-cost financial services, and products and public benefits. During the tax season, the Campaign operates many VITA (Volunteer Income Tax Assistance) tax sites throughout Philadelphia and Southern New Jersey, supported by volunteer tax preparers that provide free tax preparation services for low and moderate-income families and individuals. Additionally, CWF will be providing unemployment assistance to those seeking unemployment benefits, while working to connect the unemployed with workforce access and opportunities.

Position Summary

The Director of Finance is responsible for the integrity of CWF's financial and accounting oversight. The Director of Finance will be a strategic thought-partner reporting directly to the President/CEO. The successful candidate will be a hands-on and participative leader accountable for translating the organization's vision into the development of a skills based internal team focused on strengthening the support of the following areas: finance, organization planning and budgeting, strategic management and budgeting of human capital and resources, grant administration, and procurement.

The Director of Finance will play a critical role in partnering with Senior and Executive Leadership team members in decision making of both short and long-term financial planning. As such deep knowledge and experience in creating and driving analytic frameworks for planning and managing organizational change, contract equity, forecasting and operations growth will be keys to success as CWF continues to enhance and expand its quality programming efforts and builds capacity.

The Director of Finance will demonstrate professionalism and confidentiality when handling all matters; routine correspondence; interacting with senior/executive leaders and subcontractors on behalf of CWF.

Essential Functions

Financial Management

- Direct the grants management function in the fulfillment on reporting requirements as specified in grants that largely fund CWF (ex. CSBG, United Way, DCHD, IRS, City and other grants as awarded)
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for CWF Board.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and any proposed new site locations.
- Create and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations

Administrative Management and Leadership

- Personal qualities of integrity, credibility, and a commitment to CWF's mission.
- Hire Staff Accountant and evaluate direct staff performance
- Participate in ongoing strategic planning processes as an integral member of the Senior Leadership Team
- Develop and maintain CWF's financial standard operating procedures within compliant budgetary and legal requirements
- Oversee daily operations of the organization's fiscal department
- Manage all fiscal responsibilities and grants accounting for compliance with all federal, state, and private funding
- Facilitate cross-organizational collaboration on financial and grant matters

- Oversee budgeting, financial planning and forecasting for administration, existing programs, and proposed new programming
- Develop successful relationships with program leaders and recipients to create and sustain an environment at CWF that supports these relationships.
- Represent the agency to partners including funders, fiscal agents, foundations, subcontractors, auditors and board members.
- Produce and communicate monthly, quarterly, and annual reports of fiscal activities; ensure timeliness, accuracy, and usefulness of reporting for management, funders, foundations, and CWF's Board.
- Attend and participate in various meetings; provide information related to financial/ budgetary requests.
- Establish and enforce a strong system of internal controls that mitigate risks to CWF; oversee financial monitoring of all subcontractors
- Review and approve all requisitions, employee reimbursements, payment requests, payroll, vouchers, expenditure transfers, and release of grant funding; reconcile expenditures within CWF's fiscal system
- Coordinate all audit activities; review Controller's office annual audits of the department; compile information and prepare reports to be used in the department response to the audit; when/if needed develop and implement corrective action measures to resolve any findings or issues
- Ensure expenditures are consistently aligned with grant and program budgets throughout the grant period
- Serve as a business partner to the President/CEO and Senior Leadership Team on the organization's financial, budgeting, and administrative processes—including HR, payroll, and benefits functions—with an eye to continuously developing and improving systems.

Competencies, Knowledge, Skills and Abilities

- Proven effectiveness leading professionals in finance and accounting
- Strong interpersonal relationship skills: ability to be a great team member and to work independently as appropriate
- Excellent people, written and verbal communication skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Serving Leadership that creates and promotes an engaging and supportive work environment
- Value centric and encourages diversity of thought, background, and perspective
- Demonstrated experience and understanding of financial and grant management compliance on local, federal and state levels
- Experience should include legal, audit, compliance, budget, and resource development
- Experience in executing initiatives in a multi-stakeholder environment
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Ability to adapt and thrive in a continually evolving, autonomous and highly detail and deadline-oriented environment
- Tech savvy with experience and fluency in office and accounting software programs
- Strong project management skills. Agile methodology experience preferred

Qualifications (Education and Experience)

- Master's Degree in finance, accounting, business administration, or related field, including two (2) years in a financial management role and operational oversight experience. Equivalent experience can be used as substitution
- 5+ years of experience working in the non-profit or public sector at federal, state, and/or local level
- 10+ years of progressive finance, budgeting, grant management, and accounting managerial experience
- Preferred qualifications include local government or nonprofit experience and high-level management experience leading teams in social services, asset development and/or other related fields.
- Certified Public Accountant (CPA) and/or Certified Public Finance Official (CPFO) preferred, but not required

Supervisory Responsibilities

Staff Accountant

Other Specialties, Certifications, Physical Requirements, and Work Conditions

- Regular, predictable attendance is required
- This position operates in an office setting or work from home and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

- Exertion of physical strength to lift, carry, push, pull, or otherwise move objects up to 10 pounds. Work involves sitting, walking, and standing is often necessary in carrying out job duties.

Acknowledgement

I acknowledge that I have read and accepted this job description. I understand what is expected of me in this position, and I can perform the essential functions as outlined with or without reasonable accommodation. Furthermore, I understand the duties and responsibilities listed in this job are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. If I have any questions about duties and responsibilities not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resource representative.

Employee Name (Please Print)

Employee Signature

Date