

United Way of Champaign County

Job Title	Director of Finance
Reporting To:	President/CEO
Department:	Finance/Administration
Exempt OR Non-exempt:	Exempt
Salary Range:	\$70,000 – \$85,000 -or commensurate with experience
Work Schedule:	Full-time. Core Hours of Monday-Friday, 8:30 to 5:00 p.m. Flexible work schedule available with CEO approval.
Overall Purpose of this Role:	Supports and helps to advance United Way's mission and vision. Oversees all aspects of UWCC's finance and administration functions and maintains the highest level of integrity and accuracy necessary.
Key Accountabilities:	<p><u>Financial Operations</u></p> <ul style="list-style-type: none">• Supervise the administration and finance team to support the mission of UWCC.• Implement and manage the financial reporting processes, which includes quarterly financial statements and budget development.• Develop and implement solid internal control policies and procedures.• Understand and comply with all necessary regulatory and certification requirements governing non-profits and non-profit resource development.• Manage and provide leadership in regards to the donor database and pledge processing CRM.• Manage cash and investment accounts.• Manage the year end audit process for the organization.• Manage Finance Committee reporting and communications. <p><u>Administrative Operations</u></p> <ul style="list-style-type: none">• Manage technology operations of the organization including hardware and software needs.• Manage all administrative Human Resource functions, including payroll, benefits maintenance and paid leave. <p><u>Resource Development</u></p> <ul style="list-style-type: none">• Manage all aspects of pledge processing, which includes donor recognition, preparation of tax receipts, designation administration and payments.• Assist with all special event functions and provide administrative support as needed.

Organizational Leadership

- Participates as a member of the senior management team to provide a united, visible, and strong leadership presence across the organization to help instill new thinking, focus and prioritize efforts, and operationalize the organization's Strategic Plan.
- Assists the CEO and senior management team in promoting the long-range plans and goals of the organization to the community.

Professional Requirements:

- Bachelors Degree in Accounting, Finance or related field with 3 years prior accounting experience.
- Demonstrated knowledge in not-for-profit organizations, budgeting and cash flow management.
- Strong verbal and written communications skills.
- Excellent interpersonal skills, including good problem-solving skills.
- Experience and proficiency with Microsoft Office 365, with an emphasis on Excel and Quickbooks.
- Ability to maintain a high level of confidentiality