

Gleaners Community Food Bank

Job Description

Job Title: Senior Director of Finance

Reports to: Chief Financial Officer

FLSA Status: Exempt

Department: Finance

Last Update: June 2023

The Senior Director of Finance is the Chief Financial Officer's key business partner and responsible for being the day-to-day face of the Finance Department with the rest of the Organization. This person will directly manage both the Controller and Senior Financial Planning Analyst and ensure the accuracy and timeliness of all reported financial numbers. The ideal candidate will have strong technical accounting, forecasting, and budgeting skills; excellent analytic, project management, and communication skills; exceptional attention to detail; and a desire to make an impact on food insecurity. This is a hybrid position with a balance between in-office work (generally 3 days per week) and home-office work (generally 2 days per week).

Essential Duties and Responsibilities

- Oversee the monthly financial close process, ensuring an accurate and timely financial close.
- Review all financial processes to identify and implement improvement/automation opportunities.
- Participate in all Finance and Audit Committee Meetings, as well as other meetings as needed.
- Oversee the annual forecast and budget process for the Organization.
- Assist the Chief Financial Officer in monitoring compliance with bank and New Markets Tax Credit (NMTC) Lender financing covenant compliance.
- Oversee the annual consolidated financial statement audit and tax filing requirements.
- Monitor all internal controls, as well as identifying and implementing opportunities to strengthen internal controls.
- Develop high performing staff through coaching, encouraging, and guidance, as well as providing training, continuous feedback, and recognition.
- Deliver department goals and objectives; promote team building; and provide operating direction to the finance team.
- Demonstrate and support Gleaners mission, vision, and values throughout all professional responsibilities and activities.
- Promote a positive work environment and culture where team members feel empowered, engaged, and connected to Gleaners' mission and strategic plan.
- Other duties as assigned.

Scope of Position

Budgetary Responsibility: High
Access to Confidential Information: High

Personnel Responsibility: High
Supervisory Responsibility: High

Qualifications

To perform this job successfully, an individual must be hands-on and able to execute the essential duties and responsibilities noted above at a high-performance level. The requirements listed below are representative of the knowledge and/or skills required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education/Experience:

- Bachelor's degree in finance/accounting
- Non-profit accounting and finance experience strongly preferred.
- Demonstrated strength in financial analysis/data synthesis and KPI development.
- In-depth monthly financial reporting experience, including preparation of the Statement of Cash Flows, as well as investigating and documenting variance explanations to budget/forecast.
- Strong technical accounting background.
- In-depth financial budgeting and forecasting experience.
- Experience with financial audits, drafting audited financial statements and footnotes, and preparing the IRS Form 990.
- Exceptional attention to detail.
- Experience in previous leadership roles of meeting deadlines, multi-tasking, taking initiative, problem-solving, quickly adapting to change, and successfully working under pressure/time constraints.
- Project management experience with demonstrated ability to track and manage deliverables to successful completion.
- Demonstrated ability to work collaboratively and build relationships to achieve project results.
- Excellent interpersonal oral and written communication skills.
- Ability to professionally respond to common inquiries from colleagues, regulatory agencies, auditors, and/or members of the business community.

Reasoning Skills

- Strong analytical skills are required.
- Ability to read, analyze, and interpret common financial statements/reports, as well as legal documents.
- Ability to define problems, collect data, establish facts, and draw insightful conclusions.

Computer Skills

- Advanced Excel skills, as well as being proficient in Microsoft 365, the other Microsoft Office products, and virtual meeting software, are required.