

**Director of Finance:**

Responsible for overseeing the operations of the Finance Department. Exercises authority to assure an adequate financial system is maintained to meet the requirements of all funding agencies as well as providing adequate reporting for the funding agencies, Executive Director, the Council staff and Council Board of Directors. Supervises accounting activities of finance staff for all programs; develops council purchasing policies and procedures; responsible for management of annual audit and all monitoring reports and prepares annual budget and cost allocation plan. Maintains direct communication with the Executive Director of activities occurring within the Finance Department.

Required to possess certification as a CPA. Masters degree or undergraduate degree in business administration, accounting or finance accepted if working to attain CPA. Knowledge of financial administration and fiscal accounting, governmental accounting, budget control methods, policies and procedures and laws and regulations pertaining to financial operations. Must be dependable, mature and able to maintain effective working relationships with staff, local, state and federal officials and the public sector.

Salary Range: \$ 31.25 - \$ 39.58 **DOQ**