

The MOCHA Center, Inc.
JOB DESCRIPTION

TITLE: **DIRECTOR OF FINANCE**

JOB OBJECTIVES: Prepares contract and organizational budgets, directs emergency and monthly expenditure vouchers. Manages program expenditures and revenues through accounts payable and accounts receivable. Oversees cash management and maintains required insurance verifications.

REPORTS TO: Executive Director

POSITION STATUS: Exempt / Salaried-Full Time

SALARY: To Be Determined

ESSENTIAL JOB FUNCTIONS:

- Prepares, revises and monitors the Organizational Budget
- Assists program director(s) in preparing program budgets and conducts monthly reviews of expenditures with program director(s)
- Holds regular finance staff meetings
- Has direct responsibility in issuing requested direct emergency financial assistance vouchers and keeping track of their disbursement
- Prepares contract budgets, allocation schedules and budget modifications, as necessary, throughout the course of each contract
- Submits vouchers and all necessary supporting documents on a regular, monthly basis
- Maintains source documents and has them available for audit
- Provides fiscal reports to the Board of Directors and its relevant committees
- Acts as secondary (backup) AIRS administrator when the Operations Manager is unavailable
- Provides analysis of budgets to actual variance, cash flow management, reporting to management and the Board of Directors
- Primary contact with contract managers in all related fiscal matters
- Manages all accounts payable (AP), accounts receivable (AR) and General Ledger (GL) and maintains records and files for related documentation
- Coordinates the processing and recording of agency Payroll.
- Works closely with accounting support staff to ensure accuracy of data entry.
- Establishes contact with vendors for ordering supplies and equipment
- Prepares financial information for Requests for Proposal and acquires bids for large purchases
- Reviews all contracts with the Executive Director and legal counsel, as needed
- Ensures that the protocols of the Fiscal Operations Manual (OM) are followed and assists Executive Director and Board in reviewing/updating OM , as needed

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- Prepares and maintains all necessary contract and financial records and insurances
- Supervises the Senior Bookkeeper

QUALIFICATIONS:

- **Minimum qualifications:** A Bachelor's degree in Business Administration, or related field, and 5 years of not-for-profit accounting and finance experience. A Master's degree in Accounting or Business Administration may be substituted for 2 years experience.

Note: If you do not meet the minimum requirements, please do not reply to this job posting.

- **Preferred qualifications:** Knowledge of fund accounting with experience in Not-For-Profit accounting software, especially FUND-EZ. Knowledge of budgeting principles and integration of diverse funding source fiscal year within the agency fiscal year. Knowledge of HIV/AIDS and issues related to financing of these types of activities. Understanding of board of directors, management and organizational related issues specific to not-for-profits. Knowledge and experience with the AIDS Institute Reporting Software (AIRS) system. Experience working with a diverse group. Above average knowledge and ability to work with spreadsheets and databases. Ability to analyze and provide complex financial information to non-finance stakeholders. Ability to work independently and as part of a team. Ability to handle multiple priorities.
- **Conditions of Employment:** Grant funded position.

JOB LOCATION: 1092 Main Street
Buffalo, NY 14209

SEND A RESUME AND COVER LETTER TO JULIE ROSADO:

Email: jrosado@mochacenter.org

Fax: 716-852-1518

Mail: Julie Rosado
Operations Manager
The MOCHA Center, Inc.
1092 Main Street
Buffalo, NY 14209