



small steps nurturing center

## Director of Finance

**Department:** Accounting

**FLSA Status:** Exempt

**Travel Required:** None

**Positions Supervised:** Special Projects Administrator (Part-Time)

**Work Schedule:**

8:00 a.m. – 5:00 p.m. Some evening hours required for special event support. (As an exempt employee, one can reasonably expect to work more than the core hours stated.)

**Job Status:** Full-Time

**Reports To:** Executive Director

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### MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

### POSITION SUMMARY

Responsible for all financial planning and accounting activities of the organization; Oversee human resource functions including payroll and benefit administration.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

##### *Strategic Leadership*

- Assist in the strategic planning of annual and long-term goals with the Leadership Team and Board of Directors.
- Manage relationships and monitor contract enforcement/renewals with external service providers (banking, insurance carriers, technology contractor, utilities, equipment leasing, waste services, phone/internet, etc.).

##### *Accounting*

- Manage day-to-day activities and procedures related to all financial and accounting functions.
- Implement and maintain accurate and timely financial recording and reporting systems in accordance with generally accepted accounting principles.
- Prepare the annual budget.
- Reconcile financials and donor database on a monthly basis.
- Analyze actual versus budgeted results with the Executive Director and Leadership Team.
- Coordinate and serve as the primary contact with independent audit firm, for annual audit and Form 990, preparing schedules and information as necessary.
- Adhere to and modify internal control procedures with the Executive Director and Development Team to ensure adequate segregation of duties.
- Prepare financial information and reports for the Executive Director, Board of Directors, Development staff, and outside funders (grant requests) as needed.
- Work with the Finance Committee of the Board, as needed.

- Facilitate the relationship between the Investment Committee and investment advisors to help monitor investments.
- Oversee preparation of IRS Form 1099 for all contract employees and event prize winners.

#### *Human Resources*

- Oversee new hire paperwork and onboarding process.
- Oversee maintenance of personnel files and other HR records as appropriate.
- Oversee preparation of annual HR documents including employee handbook revisions, policy & procedures revisions, organizational structure, job descriptions, ADA compliance forms, etc.
- Coordinate the relationship with outsourced HR Professional Employer Organization.
- Oversee timely and accurate payroll processing.
- Oversee management of retirement account contributions.
- Oversee benefit enrollment process.
- Facilitate special projects as needed, such as compensation study.

#### *Other Support*

- Prepare renewal questionnaires for insurance carriers (commercial liability, D+O, auto, etc.).
- Prepare employee training documents for annual in-service (budget and time keeping system).
- Oversee driver background check process and tracking of up-to-date driver insurance.
- Support and attend four annual fundraising events.
- Other duties assigned by the Executive Director.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Responsible - Ability to be held accountable or answerable for one's conduct.
- Reliability - The trait of being dependable and trustworthy.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Accuracy - Ability to perform work accurately and thoroughly.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Team Builder - Ability to convince a group of people to work toward a goal.

## **SKILLS & ABILITIES**

### **Education:**

Bachelor's Degree (four year college or technical school): Required, Field of Study: Accounting or Finance

### **Experience:**

3 plus years of full-time professional experience in accounting

### **Computer Skills:**

Proficiency with Microsoft Office Suite, specifically Microsoft Excel  
Experience with QuickBooks preferred

### **Certifications & Licenses:**

CPA preferred

### **Other:**

Ability to manage and prioritize a wide range of responsibilities and tasks

*Preschool Environment:* This position will office at our preschool located at 2902 Jensen Drive in the Fifth Ward of Houston.

**PHYSICAL DEMANDS**

- N (Not Applicable)**     Activity is not applicable to this position.
- O (Occasionally)**     Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)**        Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)**        Position requires this activity more than 66% of the time (5.5+ hrs/day)

<b>Physical Demands</b>		<b>Lift/Carry</b>	
Stand	O	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	F	21-50 lbs	O
Reach Outward	O		
Reach Above Shoulder	O	<b>Push/Pull</b>	
Speak	F	12 lbs or less	O
		13-25 lbs	O

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.  
 I can perform the essential functions of this job with or without accommodation.

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The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.