



pasadena humane society & spca

DIRECTOR OF FINANCE FSLA Classification Full Time, Exempt

**REPORTS TO: Vice President of Administration
DIVISION: Administration
DEPARTMENT: Finance**

JOB DESCRIPTION

Summary / Objective

Oversees all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecast preparation, assessing the financial performance of the company, policies, procedures, controls, risk management and reporting systems. Also oversees cost and general accounting, accounts receivable, accounts payable and guiding the company toward long-term success.

SUPERVISORY RESPONSIBILITIES:

Finance Coordinator
Finance Associate
Purchasing Associate
Shelter Store Manager

JOB DUTIES AND RESPONSIBILITIES:

- Classify, record and summarize numerical and financial data to compile and keep financial records.
- Coordinate and direct preparation of annual operating budget.
- Ensure the compilation of statistical, financial, accounting or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and accounts receivable are completed in a timely manner.
- Compile statistical, financial and accounting reports pertaining to profits and losses.
- Maintain constant awareness of the company's financial position and be proactive in preventing problems.
- Oversee the finance IT system (Sage / Peachtree).
- Reconcile and report on discrepancies found in accounting records.
- Reconcile bank transactions/statements for numerous accounts.

- Reconcile investment accounts.
- Review accounting systems and procedures for efficiency, effectiveness and compliance with GAAP.
- Reconcile notes receivable and payable.
- Revise General Ledger Chart of Accounts as needed.
- Reconcile Fund Accounts.
- Prepare & analyze accounting records, financial statements or other financial reports to assess accuracy, completeness & conformance to reporting and procedural standards.
- Prepare adjusting journal entries with required backup.
- Complete month-end and year-end close process.
- Develop, implement, modify and document recordkeeping and accounting systems making use of current computer technology.
- Appraise, evaluate and perform fixed asset inventory count of real property and equipment for control of assets.
- Review and reconcile figures, postings and documents for correct entry, mathematical accuracy and proper general ledger account coding.
- Preparation of monthly Financial Statements and Board Reports.
- Preparation and distribution of monthly Operating Budget Reports.
- Reconciliation of Restricted Donations.
- Ensure Finance Coordinator, Finance Associate, Purchasing Associate and Shelter Store Manager accurately complete tasks in a timely manner.
- Develop and document business processes and accounting policies and procedures to maintain and strengthen internal controls.
- Oversee all audit and internal control operations.
- Manage and comply with local, state and federal government reporting requirements and tax filings.
- Preparation of year-end audit documentation for Accountants.
- Ensure adherence to financial laws and guidelines.
- Complete annual reviews, goals and objectives for Finance Coordinator, Finance Associate, Purchasing Associate and Shelter Store Manager.
- Promote a positive relationship with the public, volunteers and staff while promoting the societies' programs, policies and philosophies. Address customer questions and concerns. Ensure a high quality of customer care is given.
- Assure a safe working environment and actively participate in PHS safety programs.
- Participate in administrative staff meetings and attend other meetings and seminars as required.
- Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

- Proven working experience as a Finance Director or similar role.
- 10+ years of overall combined accounting and finance experience.
- Thorough knowledge of accounting principles, procedures, laws and best practices.
- Solid knowledge of financial analysis.
- Experience with creating financial statements.
- Experience with general ledger functions and the month-end/year-end close process.
- Experience with non-profit accounting.
- Experience with non-profit audits.

- Experience with Fund Accounting.
- **Proficient** in the use of Sage/Peachtree **is required** as well as experience with MS Office and financial management software (e.g. expert in Excel (creating spreadsheets using complex formulas), PowerPoint, etc).
- Able to work with supervisors in implementing new policies and procedures.
- Must be self-motivated, adaptable and responsible.
- Must be able to work independently with minimal supervision.
- Must have a sense of humor.

SKILLS AND QUALIFICATIONS

- 10+ years of overall combined accounting and finance experience.
- Degree in Accounting preferred (10+ years' experience in lieu of degree).
- Excellent administration and organizational skills and the ability to work under pressure.
- Ability to demonstrate professional decorum and discretion due to the nature of the work.
- Excellent communication, leadership, interpersonal and planning skills, including strong writing skills.
- Excellent customer support skills.
- Extreme attention to detail with the ability to independently and proactively plan work tasks in advance.
- Willingness and ability to learn new software programs as required.
- Demonstrated ability to learn quickly, meet deadlines and effectively manage and prioritize multiple tasks.
- Demonstrated ability to be both self-directed and collaborative, as appropriate to the context of the position.

WORK SCHEDULE:

Variable work schedule and weekend work may be required. Typically, Monday to Friday 9 am – 6 pm. Must be flexible and able to work additional hours as needed.

WORKING CONDITIONS:

Fast-paced environment with lots of standing, bending and walking. Exposure to numerous animals including those with uncertain dispositions.

The Pasadena Humane Society and SPCA is an Equal Opportunity Employer. It is our policy not to engage in discrimination against any individual, or harassment of any person seeking employment with our organization on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, genetic information or status as a covered veteran including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws. Federal law requires

proof of citizenship or "alien right-to-work" status. PHS maintains a drug-free workplace and performs pre-employment substance abuse testing.