



**Kids In The Middle
Director of Finance & Administration
Position Description**

(02.2022)

Reports To: Chief Executive Officer

Summary: The Director of Finance & Administration (DFA) is a member of the Agency's Executive Team and is responsible for maintaining the financial books and records of the Agency. The DFA reports the Agency's monthly results of operations, financial position and cash flow to the Agency's Executive Team and Board of Directors. In addition, the DFA prepares monthly updates to financial forecasts, coordinates the preparation of the annual budget and is responsible for the external financial reporting of the Agency's audited financial results. The DFA advises the Chief Executive Officer and Board on all business aspects of the Agency's operations and is a key contributor to the development and monitoring of the Agency's strategic plan.

Responsibilities and Duties: The principal responsibilities and duties of the DFA include the following:

Accounting & Reporting

- Maintenance of the Agency's books in accordance with generally accepted accounting principles (US GAAP)
- Maintenance of effective systems of internal accounting controls
- Payroll – Oversees the preparation and processing of the bi-monthly payroll; a principal point of contact with the Agency's payroll service provider
- Timely reporting of monthly financial results to the Agency's Executive Team, Board of Directors and its Executive and Finance Committees, and Agency staff
- In conjunction with the Agency's independent accounting firm, preparation of the Agency's audited financial statements and Form 990
- Coordination of the financial reporting to major funders
- Maintenance of the Agency's general ledger system; a principal point of contact for the Agency's general ledger system consultants

Budgeting & Forecasting

- Coordinates the preparation of the Agency's annual budget and the related review processes with the Board's Finance and Executive Committees
- Prepares and presents monthly updates of the Agency's full-year forecast to the Executive Team and the Board of Directors

HR / Benefits

- In conjunction with the Agency's HR consulting and insurance brokerage firm, oversees the process of annual policy renewals for medical, vision, dental, life/short-term disability and workers' compensation insurance
- In conjunction with the Agency's HR consulting and insurance brokerage firm, oversees the administration of the Agency's medical insurance deductible reimbursement plan

Risk Management

- In conjunction with the Agency's insurance brokerage firm, oversees the annual liability insurance renewal process
- Completes annual risk assessments and reports results to the Board of Directors

Information Technology

- A principal point of contact for the Agency's managed IT firm.
- Maintains the Agency's inventory of IT equipment (computers, laptops, printers and copiers)



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Other

- Fund Development Support – provides assistance with the preparation of funding applications for foundation and charitable grants
- Strategic Planning – monitors progress of strategic plan with periodic updates to the Board of Directors; coordinates the planning process every four-year planning cycle with the Board and staff, and assists with the development of the Agency’s strategic direction and strategic objectives
- Agency Accreditation – provides significant support and assistance to the reaccreditation process that occurs every four years
- Annual Financial Audit – principal point of contact with the Agency’s independent accounting firm, providing the auditors assistance with audit planning, audit fieldwork and inquiries, and report drafting and preparation

Supervises: Business office staff

Education, Skills and Experience:

- Minimum of seven years of experience in the field of accounting or financial management; experience with non-profit accounting preferred
- MBA and/or CPA credentials preferred
- Excellent working knowledge of US GAAP
- Excellent skills and experience working with electronic spreadsheets (Microsoft Excel), along with MS Word and PowerPoint
- Experience with computerized information systems used in financial/accounting applications
- Experience with financial forecasting and budgeting
- Strong communication skills with an ability to simplify complex accounting and financial concepts
- Strong organizational and time management skills with the ability to adjust and re-prioritize workload as circumstances require

Working Conditions:

- Work is normally performed in a typical office work environment
- Most work is performed at a computer terminal, which generally requires sitting for long periods of time
- Occasionally, requires handling office supplies or files of light weight (10 – 15 pounds)

Please send your cover letter and resume to:

Katy Walter, Chief Executive Officer

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