



eliminating racism  
empowering women  
**ywca**

## MARSHALLTOWN YMCA-YWCA JOB DESCRIPTION

Job Title: Finance Director

Primary Function/Department: Administration

FLSA Status: Exempt

Reports to: CEO

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility.

Under the direction of the CEO, the Finance Director is responsible for the organization's banking practices and the maintenance of its financial records pertaining to cash, investment portfolios, endowment account, grants, restricted funds, payroll, and bank transactions including receipts, fund transfers, and disbursements.

The Finance Director ensures a system of strong internal controls and maintains fiscal soundness; Manages payroll, the annual external audit, the 990-tax return, and the preparation of information for outside funders and board meeting presentations. Provides leadership for other functions, such as human resources and staff training.

### ESSENTIAL FUNCTIONS:

1. Manages all functions of accounting and business operations, ensuring that legal and audit requirements are met and best practices with maximum efficiency are obtained.
2. Prepares or supervises the preparation of outside reports and filings. Manages the annual independent audit, the preparation of financial statements, and the IRS 990 tax form. Prepares or oversees the preparation of required audit schedules; maintains records.
3. With CEO, provides leadership to the annual budget process, including issuing guidelines and procedures, training staff, auditing budgets, overseeing required data input, and preparing reports.
4. Implements appropriate systems and internal controls to adequately safeguard the Y's financial resources and to provide a solid basis for accurately reporting financial data.
5. Analyzes and interprets financial data and recommend changes to improve systems and financial performance while giving guidance to executive and operating staff. Works closely with operations and program staff on issues that affect financial outcomes.
6. Oversees the month-end and year-end closings and the preparation of statements and reports, including cash flow projection process and reporting
7. Oversees personnel and payroll administration including maintaining records and related systems. Ensures payroll is transmitted in a timely manner. Issues payment for instructors who are paid on commission basis.
8. Monitors and maintains employee records of vacation and sick leave in payroll program.
9. Manages, maintains and/or monitors all banking and financing relationships.
10. With CEO, works with members of the Investment Committee and Finance Committee. Prepares agendas and minutes for assigned committee meetings.
11. Provides supervision and support to assigned administrative staff.

