



**ST. LOUIS OFFICE FOR DEVELOPMENTAL DISABILITY RESOURCES  
JOB DESCRIPTION**

<b>Job Title</b>	<b>Director of Finance</b>	
<b>Department</b>	Fiscal; Leadership Team Member	
<b>FLSA Classification &amp; Pay Status</b>	Exempt (Full-time)	Salaried
<b>Controls over the position</b>	Reports to the Executive Director.	
<b>Supervisory Controls</b>	Direct supervisor of the Accountant II position.	
<b>Essential Designation</b>	Essential, <sup>1</sup> as defined by DD Resources	
<b>Work Schedule Expectations</b>	This position is eligible for Flexible and Telecommuting schedule arrangements. <sup>2</sup>	
<b>General Purpose</b>	<p>The Director of Finance is a senior financial/ accountant position that will manage and oversee the overall financial functions of the St. Louis Office for DD Resources. This position plans, controls, and communicates all financial aspects of DD Resources, including preparation of financial statements, preparation and maintenance of budgets, monitoring of funded agencies' financial compliance, Medicaid billings, management of investments, and providing technical assistance to contract agencies. This position plays a critical role in partnering with the senior leadership teams in strategic decision-making and operations.</p>	

**ESSENTIAL DUTIES**

**Financial Matters Principal Resource**

1. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for the Board, Finance Committee, Department Directors, and staff, and oversee all financial, project/program, and grants accounting.
2. Responsible for the daily planning, implementation, and management of financial-related activities of the agency.
3. Manages the monitoring and evaluation of financial processes for compliance with identified and applicable standards, as well as identifies solutions or adjustments needed to maintain quality organizational practices.
4. Partner with the Executive Director on the financial strategic vision of the agency.
5. Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
6. Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
7. Manage organizational cash flow and forecasting.
8. Assess and communicate the financial impact on benefits and insurance matters, including health insurance, retirement, vacation, etc. Review and evaluate the cost and content of such programs and recommend changes, as appropriate.
9. Monitor issues with Intergovernmental Agreements.
10. Evaluates and recommend modifications to the agency's risk management plan and insurance portfolio with the broker to ensure an appropriate level of insurance coverage for liability and comprehensive property protection.
11. Conduct financial reviews of funded agencies in partnership with Alliance team members to ensure compliance with fiscal policies and procedures.
12. Maintain all necessary financial, fixed assets, and administrative records and documents.
13. Manage the annual tax-setting process.
14. Update, implement, administer, and control the financial policies and practices as approved by the board under the administrative direction of the Executive Director, including the development and coordination of procedures and practices to ensure accountability, accuracy, and efficiency of financial reporting and management of funds.

<sup>1</sup> Essential- staff members with positions that are designated by DDR to be critical to the continuation of key operations and services in the event of an office closure, at the discretion of the Executive Director.

<sup>2</sup> Eligibility is subject to standard guidelines and supervisor approval



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### Quality Fiscal Operations

1. Serve as an active member of the Leadership Team, advising the Executive Director of financial matters of concern related to employees and providers.
2. Attend Board meetings, respond to inquiries of the Board, make presentations, and participate in discussions regarding budget and fiscal management and other assigned responsibilities.
3. Assist in selecting and engaging outside financial consultants such as auditors and investment advisors.

### Personnel Supervision

1. Responsible for the supervision of the DD Resources Accountant II position, including performance management, professional development, and disciplinary action.
2. Partners with the Director of Human Resources and/or Executive Director on internal and external recruiting efforts, as needed or requested.

### SECONDARY DUTIES

1. Maintain agency HIPAA standards, both internally and externally.
2. Assist with special projects and assignments.
3. Attend and participate in agency-related meetings as required.
4. Other duties as assigned.

### SKILLS & ABILITIES REQUIRED

- Advanced/expert keyboarding and 10-key skills
- Moderate/Extensive knowledge, skills, and experience with basic computer typing and functions and programming (Microsoft Word, PowerPoint, Outlook).
- Advanced skillset in Microsoft Excel
- Advanced/expert leadership skills required
- Ability to effectively influence, lead, and delegate
- Ability to initiate/manage cross-functional teams and multi-disciplinary projects.
- Advanced/expert critical thinking, decision-making, and problem-solving skills.
- Ability to effectively plan, and organize
- Ability to achieve the target within a given time; result-oriented
- Excellent communication skills, both oral and written.
- Advanced/expert negotiating skills
- Advanced/expert conflict resolution skills
- Adaptability – efficient under pressure, always meet deadlines
- Ability to effectively multi-task
- Must have a car and/or the ability to travel independently (proof of insurance required).
- English-language proficiency is required to interact with established service recipients.

### EDUCATION & EXPERIENCE REQUIREMENTS

- A Bachelor's Degree from an accredited college/ university in the area of Accounting, Finance, or a related field is required (a Master's Degree in Accounting, Finance, or a related field is preferred)
- Minimum of five years of experience demonstrating progressive responsibility in governmental or non-profit financial/accounting/auditing administration is required
- Experience in developing and administering a budget is required
- Experience with managing internal and/or external audits is required
- A minimum of two years of supervisory experience is required
- Non-profit or governmental experience is preferred. Certified Public Account (CPA) license is preferred



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- Experience partnering with finance and miscellaneous Board of Director Committees is a plus

### **COMPUTER SOFTWARE REQUIREMENTS**

- Microsoft Office Suite (Outlook, Word, Excel, Teams, etc.)
- Agency-designated online learning management program
- A financial software package (Microsoft Dynamics GP software experience is a plus).
- Agency intranet platform (SharePoint)
- Agency-designated online payroll program
- Web-based billing system

### **WORKING CONDITIONS / ENVIRONMENT REQUIREMENTS**

- **Environmental (tools, machinery, environment exposure, etc.):** Minimal to moderate operation of general office equipment (phone, copier, personal printer, fax machine, and postage machine), agency-provided personal computer (PC) and laptop and calculator. Local travel is involved, including visiting funded agencies for financial review, if necessary. Such visits can be in settings that require the ability to ambulate and navigate narrow passageways and non-accessible architecture of buildings. This position will work in the office on a regular basis for in-person interaction with stakeholders, clients, and co-workers, but can work remotely from home according to the agency's telecommuting policy.
- **Physical (heavy lifting, standing, or sitting for extended periods; manual dexterity, walking, pulling, etc.):** Physical requirements of extended periods of sitting, some bending and standing, this position would encounter frequent use of steps and other obstacles to accessibility.

#### **Weight Category: Light to Medium**

Lift Up to 10 lbs. to 25 lbs. frequently

Lift Up to 20 lbs. to 50 lbs. occasionally **and/or** frequent walk/stand & some pushing/ pulling

#### **Disclaimer**

*The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. DD Resources reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*EOE- DD Resources is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, military/veterans' status, hairstyle, protective hair, or natural or cultural hair texture or style or genetic information or any other characteristic protected by applicable federal, state or local laws.*