



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

BILLINGS FAMILY YMCA JOB DESCRIPTION

Job Title: Finance Director

FLSA Status: Full time Exempt

Revision Date: December 2022

Reports to: CEO

Supervises: Administrative/Accounting Office staff members

POSITION SUMMARY:

Provides direction and leadership for YMCA finance and business operations. Oversees and manages financial matters, investments and information systems. Provides strategic direction and leadership for YMCA business operations and initiatives. Recommends related policies and ensures their implementation. Provides leadership for other functions, such as human resources and information technology services.

ESSENTIAL FUNCTIONS:

1. Reviews, updates, and/or develops internal control systems for the YMCA and oversees internal audits which check for compliance on a variety of policies and standards. Provides recommendations for improvement.
2. Manages the staff and oversees the operations of the Accounts payable, information systems and payroll. Serves as main contact to Entre Technology.
3. Reviews that GL set up is correct in Daxko and accurately uploaded into Quickbooks.
4. Works directly with assigned committee(s) of the board (Finance, Insurance, Investment, and Audit, for example) to, develop policies, monitor their implementation, prepare financial statements and reports and meet the related needs of the board.
5. Acts as main audit and 990 contact and prepares audit items annually. Prepares the required audit schedules; maintains records and ensures that current accounting standards and legal requirements are met.
6. Under the direction of the Finance Committee, ensures the endowment is within the risk tolerance expressed by the Board via the asset endowment investment policy.
7. Prepares or supervises the preparation of YMCA of USA annual dues estimate and reporting in C-Trac.
8. Maintains all necessary records and accounting reports and records all transactions on a timely basis.
9. Oversees the development of the annual operating budget, including all department budgets. Works closely with Directors and Associate Executive Director to ensure that budgets are well-planned, realistic, and prepared in a timely manner.
10. Maintains good working relationships with auditors, bankers, investment counselors, attorneys and other professional advisors.
11. Participates and supports YMCA fundraising efforts.
12. Performs all other duties as assigned.

CORE COMPETENCIES (ALL STAFF):

CUSTOMER SERVICE

- Always have a friendly, helpful attitude and wear a smile.
- Take initiative to greet and assist all members, potential members, program participants and volunteers in a courteous, professional and friendly manner. Be enthusiastic towards members by learning their names and expressing an interest in their YMCA activities.
- Work daily to develop personal and meaningful relationships with members, volunteers, donors and others. Strive to understand individual's goals and interests to enrich their YMCA experience by introducing them to new programs, staff, members and volunteer activities.
- Actively listen, reflect and respond to member questions and concerns in a caring manner. When the opportunity presents itself, go above and beyond to resolve the situation immediately.
- Embrace new approaches and discover ideas to create a better member experience.

MISSION ADVANCEMENT

- A willingness to commit to the mission of the YMCA. Demonstrate a desire to serve others and fulfill community needs.
- Is familiar with and able to articulate the mission statement, areas of focus and core values of the YMCA with people of all ages and backgrounds. Models the core values of caring, honesty, respect and responsibility while working and communicating with members, program participants, volunteers and other staff members.
- Be knowledgeable and supportive of the YMCA annual support campaign.
- Be informed about volunteer opportunities.
- Speak enthusiastically on behalf of the YMCA publicly and at given opportunities.

TEAMWORK

- Ability to establish and maintain harmonious relationships with staff members in all departments.
- Seeks every opportunity to encourage, motivate and thank fellow staff members for their work. Completes S.T.A.R. slips to thank and recognize a job well done by others.
- Be knowledgeable about YMCA programs. This includes being familiar with all current program guide information, upcoming events and other special activities.
- Keeps up to date on all internal communication.

OPERATIONAL EFFECTIVENESS/SAFETY

- Be dressed in appropriate attire and wear nametag at all times. Consistently perform duties in a safe and conscientious manner.
- Follow and enforce all YMCA procedures and policies, including those related to: personnel guidelines, medical and disciplinary situations, child abuse prevention, safety guidelines, facility access procedures, membership policies and emergencies. Complete Incident Report Forms as required.
- Be knowledgeable of all current Emergency Action Plans and carry out plans as necessary.
- Maintain a clean and safe YMCA. Take initiative to clean up/repair areas. Complete Maintenance Request forms as needed. Report safety issues to the appropriate supervisor.
- Attend and remain current on all mandatory trainings and staff meetings.

QUALIFICATIONS:

1. Bachelor's degree in accounting or equivalent.

2. Three or more years of related experience in accounting. Non profit accounting experience preferred.
3. Previous supervisory experience preferred.
4. Knowledge of, and expertise with, computerized accounting systems and standard business software. Experience with QuickBooks and Daxko a plus.

PHYSICAL DEMANDS:

- Ability to thrive in a fast paced environment with the unique challenges of a non-profit community service organization.
- Ability to work in excess of a 40-hour week with irregular work hours, including MOD rotations.
- Visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Ability to interact with a diversity of people and various levels of personnel.
- Ability to handle multiple tasks simultaneously.