



Director of Finance

Reports to: Co-Executive Directors

General Nature and Scope: The Director of Finance is responsible for ensuring the soundness of SCIDpda's financial structure and assists in minimizing its risk exposure and managing its relationships with financial institutions, government agencies and other funding entities. In addition, the Director of Finance is part of SCIDpda's Executive Leadership Team and is broadly responsible for the overall strategic direction and leadership of the organization.

The Director of Finance plans, organizes, directs and controls the financial activities of SCIDpda; establishes and maintains the organization's financial policies and procedures by providing operational and administrative direction to the accounting, budgeting, information technologies and risk management functions; coordinates resource planning among departments; ensures efficient use of financial resources; oversees that policies and actions taken by the organization are not in conflict with SCIDpda Bylaws; and recommends policies and actions to be considered by the Co-Executive Directors and the SCIDpda Board. As an executive manager, the Director of Finance's primary responsibility is to provide shared leadership and vision to the organization, the organization's staff, and other key stakeholders. The Director of Finance works collaboratively on strategic and tactical management planning and development of SCIDpda's goals and objectives.

Essential Duties:

1. Leadership

- As a member of the executive leadership team, provide strategic leadership to promote and implement process improvements, collaboration, and integration across all SCIDpda departments.
- Remain current on best practices, laws, trends, opportunities, and risks as they relate to finance and IT.
- Facilitate internal change processes for system improvements and changes in policy or process.
- Build relationships with key external partners and SCIDpda senior managers.
- Liaison to the Finance Committee of the Board.

2. Fiscal Management

- Drive SCIDpda's long-term financial strategy and planning.
- Ensure the soundness of SCIDpda's financial structure.
- Direct and oversee financial planning and management and the preparation of all fiscal reports.
- Develop and oversee accounting systems for general accounting and budgetary purposes.
- Provide leadership, direction and management for the finance and accounting team.
- Direct and oversee the annual budget process.
- Coordinate with external auditors and ensure all annual audits are done on a timely basis.
- Analyze SCIDpda's assets, liabilities, and investments.
- Oversee strategies and activities related to banking, insurance, investment, tax credit partnerships and other outside professional service relationships.
- Negotiate and arrange outside financing.
- Act as custodian of funds and regularly review working capital and cash flow requirements.
- Provide internal auditing of all financial activities.

- Oversee incentive plan and distribution of payments. Coordinate with senior leadership to establish objectives, obtain Board approval, monitor progress, and make recommendation on payout.
- 3. Compliance**
- Ensure compliance with legal and regulatory requirements, SCIDpda policies and objectives, generally accepted accounting principles, governmental accounting standards, government regulations and other established policies and procedures.
 - Manage and ensure compliance with financial reporting and filing requirements to the government and various stakeholders.
- 4. Risk Management and Asset Management**
- Analyze, recommend, and monitor capital expenditures.
 - Administer insurance policies to ensure adequate coverage.
 - Ensure adequate internal financial controls to safeguard assets.
 - Ensure proper organizational cyber security and IT infrastructure to prevent breaches of security.
- 5. Other Tasks**
- As assigned by the Co-Executive Directors and/or as required depending upon project, client and workflow needs.

Supervisory Responsibilities: Directly supervise the Accounting Supervisor and the Manager of Finance, Planning and Analysis; oversee the activity of external auditors, financial and other consultants, as necessary.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Experience with aligning overall fiscal management/responsibilities with organizational mission and values-driven work.
- Proven success in a leadership position with sound technical skills, analytical ability, good judgment and strong operational focus.
- A team player with high ethical standards. Commitment to ensuring financial integrity and ability to handle highly confidential information with discretion.
- Management skills that demonstrate inclusiveness, decisiveness, approachability, and a willingness to give feedback and develop a team.
- Direct experience with budgets, forecasting and financial analysis, with strong understanding of generally accepted accounting standards for a non-profit organization receiving significant government funding.
- Ability to identify and solve problems and to formulate ideas to increase efficiency of operations.
- Expertise with a variety of software systems, including MS Office Suite, Excel and accounting software.
- Demonstrated communication and people skills necessary to coordinate the flow of information to and from staff and Board members who possess varying degrees of financial and program experience.

Education and/or Experience: A bachelor's degree in accounting or finance and Certified Public Accountant (CPA) or equivalent and a minimum of 10 years of finance/accounting experience and management, preferably in a governmental or non-profit organization.

Licenses or Certificates: See above.

Physical Demands and Working Conditions: The physical demands are representative of those that must be met by an employee in a business office environment. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office environment with a low noise volume.
- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor.
- Occasional travel may be required.
- An individual must be able to lift up to 25 pounds.

Salary \$120,000-\$137,000 plus an annual bonus of up to 10% of salary based on the organization meeting performance goals.

Benefits include medical, dental, and vision coverage, life and disability insurance, and employer contribution toward a 401a retirement plan. Cell phone stipend. Generous PTO package.

This job description generally describes the principal functions of the position, general scope of responsibility, and level of knowledge and skills typically required. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relieve other staff, equalize peak work periods, or otherwise balance the workload as needed.

Employee Signature

Date

SCIDpda Mission: To preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.