

# Director of Finance

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## *Position Description*

### **Primary Objective**

The Delaware Center for the Inland Bays seeks an experienced and motivated professional to direct the financial functions of the Center. The Finance Director works under the supervision of the Deputy Director and is responsible for the overall operation and maintenance of all fund accounting systems including reporting documentation. They conduct the financial, tracking, and reporting operations involved with a variety of public and private grants and donations, each with their own rules and restrictions, that support a variety of research, education, and water quality restoration projects. They regularly analyze and evaluate the Center's financial information to inform staff and the Deputy Director of financial status, the effects of proposed plans, and potential improvements. The Finance Director also assists the Deputy Director in the maintenance of insurance policies, administration of employee benefits, preparation of budgets, and grant administration.

### **Preferred Qualifications**

- Bachelor's degree in Business, Accounting or related field, or equivalent work experience.
- 5+ years of progressively responsible experience with accounting and office management.
- Experience with non-profit fund accounting systems and government grant reporting requirements.
- Ability to interpret the meaning of accounting records, reports, and statements.
- Familiarity with compensation, benefits and insurance selection and administration.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and ability to work well in teams.

### **Principal Duties and Responsibilities**

- Manage all accounts payables and receivables.
- Manage bank and brokerage accounts, transfers, and reconciliation.
- Manage and report on organizational employment benefits.
- Prepare regular program and project financial reports for staff.
- Prepare review, and analyze, regular organizational financial reports for the Deputy Director, and the Center's Finance Committee (upon which the Finance Director serves) and Board of Directors.
- Prepare monthly, quarterly, and year-end tax payments and reports.

- Manage annual financial statement preparation.
- Manage and support preparation of annual financial statement audit, annual federal A-133 audit, and individual grant reviews/audits.
- Manage insurance policies.
- Prepare annual operating budgets, budget updates, on-going forecasts, and cash flow analyses.
- Regularly examine and implement avenues for reducing organizational costs and increasing profitability through strategic and operational planning.
- Maintain as current organizational non-profit status and status for federal agency and other reporting portals (DE Corps, DUNs #, EPA – CCR, EPA – SAM, USDL, FFATA).
- Manage the financial aspects of major operating grants and private donations, including keeping current on funding source requirements and preparation and review of correspondence, reports, and applications.
- Maintain grants management training/certification as required.
- Perform other duties assigned by the Deputy Director.

## Salary Range

\$60,000 to \$70,000/year commensurate with qualifications and experience. The Center offers a competitive benefits package that includes generous paid vacation days and paid holidays, health insurance (medical, dental, vision), 401(k) with profit sharing, and more.

## Physical Demands and Work Environment

Work is performed almost entirely within an office environment and occasionally in the field. Field assignments may require some physical exertion, and occasionally contend with adverse weather conditions requiring special clothing and safety precautions. Evening or weekend work to attend meetings and events is sometimes required. A flexible schedule is permitted. The position is subject to the Center's Employee Handbook.

## To Apply

Email resume or CV with cover letter in a single PDF file to [hire@inlandbays.org](mailto:hire@inlandbays.org). Applications will be accepted on a rolling basis and the position is open until filled.

The Center for the Inland Bays is an Equal Opportunity Employer. We welcome and encourage applications from persons of every race, color, national origin, sex, religion, age, disability, political belief, orientation, gender identity, veteran and military status.