



Job Opening Announcement

Finance Director

This position is based in Mesa, Arizona

Aster Aging empowers and supports older adults and their families to remain independent and engaged in our communities. Established in 1979, our non-profit organization provides a full continuum of service for over 5,000 East Valley seniors annually. Our core programs include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Collaborative Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

We are currently recruiting for an important financial leadership position. The Finance Director provides staff leadership to manage the financial, accounting, and business operations needed to achieve Aster's vision, mission, and goals. They update and maintain a computerized accounting and cost allocation system including the management of funding and contractual requirements from diverse governmental, corporate, foundation, fee for service, philanthropic, and other revenue sources. The Finance Director develops budget and policy recommendations and provides leadership in fiduciary oversight and accountability. The position involves significant teamwork and collaboration with the Board of Directors, staff, volunteers, funders, and individuals and families who are served.

Full-time (40 hours /week) professional level exempt position
Competitive salary and benefits package

Qualifications include a master's or bachelor's degree in accounting. A minimum of five years progressively responsible work history in financial analysis, that must include community nonprofit and grant management experience. Candidates are expected to have a proven work history of effective bookkeeping, accounting, and budget development and oversight. Effective communication, teamwork and interpersonal skills, and a high level of proficiency with computer technology and accounting software are essential.

Please refer to the Job Description for additional information.

Interested applicants are encouraged to submit their resumes and salary expectations to:

Human Resources
Aster Aging, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306, hr@asteraz.org
www.asteraz.org

Position is considered open until filled.

Equal Opportunity Employer

Aster Aging, Inc.
Job Description: Finance Director

Overview: Provide staff leadership to manage the financial, accounting, and business operations needed to achieve Aster's vision, mission, and goals. Update and maintain a computerized accounting and cost allocation system including the management of funding and contractual requirements from diverse revenue sources. Develop budget and policy recommendations and provide leadership in fiduciary oversight and accountability. The position involves significant teamwork and collaboration with the Board, staff, volunteers, funders, and individuals served.

Major Duties:

1. Develop, maintain, and update Aster's computerized accounting system and chart of accounts, maintaining all records under General Accepted Accounting Principles (GAAP). Ensure that all payments are made and received in a timely manner and that revenues and expenses are accurately recorded. Ensure appropriate cash flow practices to meet expenditures. Manage investments and bank accounts in alignment with policies and procedures.
2. Prepare financial statements in a timely manner. Conduct financial analysis and prepare detailed reports of variances. Develop financial recommendations, budgets, and cost allocation plans.
3. Oversee and/or directly prepare all payments and reports related to payroll and personnel administration.
4. Assist the CEO and senior management team in submitting funding requests. Supervise the financial management of all restricted gifts, funding contracts, and grants. Prepare governmental and funding reports.
5. Provide leadership in financial controls. Work with independent auditors. Prepare and implement policy and procedural recommendations related to finance, internal controls, and business operations. Train and support staff and volunteers on internal controls. Conduct internal reviews to ensure compliance.
6. Assist with Aster's purchasing practices, including bid procedures and the development of agreements. Provide team leadership on specific budgets and resource availability.
7. Provide support and staff leadership related to finance to the Finance Committee and Board of Directors.
8. Maintain an organizational climate that attracts, motivates, supports, and retains high quality professional employees and volunteers. Supervise finance staff, ensuring appropriate segregation of duties.

Other Duties:

- Ensure that Aster's policies, standards, and decisions are implemented and maintained. Foster appropriate communication and positive relationships between the Board, staff, volunteers and offices / centers.
- Serve as a member Aster's senior management team, participating in the development of organizational plans and coordinating with other members in specific functional areas.
- Other duties as needed and appropriately assigned.

Qualifications:

1. Master's or bachelor's degree in accounting.
2. A minimum of five years progressively responsible work history in financial analysis, to include community nonprofit and grant management experience. Proven ability to manage a budget of at least \$3 million.
3. Proven work history of effective bookkeeping, accounting, and budget development and oversight. Effective financial analysis skills, including the ability to analyze and explain budget variances. Strong organizational abilities and attention to accuracy.
4. Demonstrated written and oral communication skills. Ability to write concise policy and procedure recommendations, proposals, correspondence, and reports. Skill in explaining budgets to mixed audiences.
5. Effective interpersonal skills. Ability to encourage teamwork and work cooperatively with others.
6. High level of proficiency in using related computer technology and accounting software.

Requirements:

- Possess valid AZ driver's license and vehicle to use in performance of job.
- Ability to obtain Level I Fingerprint Clearance Card and compliance to Aster's background check policies.

Responsible to: Chief Executive Officer

Status/ Hours: Full-time exempt position. Primarily weekday office hours, with evening and weekend work required at times.

Primary Work Site: Aster Administration Office in Mesa, Arizona. Position will require some travel via automobile.