



**Job Opening Announcement
December 2019**

Finance Director

This position is based in Mesa, Arizona

East Valley Adult Resources, Inc. (EVAR) empowers and supports older adults and their families. Our non-profit organization provides a dynamic and diverse continuum of opportunities for older adults to remain healthy, independent and connected to the community. Our core programs include Center-Based Services, Meals on Wheels, In-Home Support, and Outreach / Social Services.

We are currently recruiting for an important financial leadership position. The Finance Director will provide staff leadership to manage the financial, accounting, and business operations needed to achieve EVAR's vision, mission, and goals. He/ she will 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 will develop budget and policy recommendations and provide 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

Requirements include a master's or bachelor's degree in accounting, with CPA or related distinction preferred. A minimum of five years progressively responsible work history in financial analysis, including community non-profit and grant management experience is required. 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 are essential.

Please refer to the Job Description for additional information.

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

Allison Montes, Human Resources Specialist
East Valley Adult Resources, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306, amontes@evadultresources.org
www.evadultresources.org

Position is considered open until filled.

Equal Opportunity Employer

<p style="text-align: center;">East Valley Adult Resources, Inc. Job Description: Finance Director</p>
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Overview: Provide staff leadership to manage the financial, accounting, and business operations needed to achieve EVAR'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 EVAR'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. 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 awards. 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 EVAR'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 EVAR'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 EVAR'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, with CPA or related distinction helpful but not required.
2. A minimum of five years progressively responsible work history in financial analysis, to include community non-profit 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 EVAR'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: EVAR Administration Office in Mesa, Arizona. Position will require some travel via automobile.