**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Director of Finance</th>
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<tbody>
<tr>
<td>REPORTS TO</td>
<td>Chief of Staff</td>
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<tr>
<td>COMPENSATION</td>
<td>$115,000 - $135,000 depending upon experience</td>
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</tbody>
</table>

**BACKGROUND**

The Workforce Development Council of Seattle-King County (WDC) is a nonprofit, grant-making organization dedicated to creating career pathways for adults and youth through demand-driven workforce and training programs in the Seattle-King County region. The WDC forges relationships across industries and sectors in order to contribute to an inclusive and dynamic regional economy, in which all residents and their families thrive in careers defined by growth and self-sufficiency.

The WDC serves as the Local Workforce Development Board, designated by the City of Seattle Mayor and King County Executive, to set policy and administer federal workforce development funds under the Workforce Innovation and Opportunity Act (WIOA). In late 2018, WDC Board of Directors and its stakeholders set a new vision for a region-wide workforce development system and role of the WDC to better align and integrate the federally funded workforce with other local public and private workforce efforts to increase the system's ability to:

- remove barriers and provide equitable opportunities for residents to obtain and grow into living wage opportunities;
- coordinate targeted educational enrichment and training to lift workforce capabilities toward greater prosperity;
- meet the employment needs of the region through innovative and collaborative partnership; and
- demonstrate a commitment to equity and inclusion that honors the rich diversity of our region and enables regional prosperity.

The Director of Finance is a newly created position that will be responsible for strengthening and building the financial practices and systems to support this vision.

**OBJECTIVE**

The Director of Finance contributes to the mission of the Workforce Development Council of Seattle-King County (WDC) by working in partnership with the CEO, leadership and staff to support initiatives to advance the organization’s strategic goals.

The Director of Finance has immediate responsibility for the WDC’s fiscal management policies and procedures and the preparation of the financial reports. Overall responsibility for general and property accounting, internal auditing, grant accounting, reviewing grant and contract compliance, purchasing and budgetary controls of the WDC is also required. The person will also plan, coordinate, supervise and manage the operations of the accounting unit.
DUTIES AND RESPONSIBILITIES

FINANCE/ACCOUNTING:

- Overall responsibility for general and property accounting, internal auditing, grant accounting with diverse funding, reviewing grant and contract compliance, purchasing and blended funding budgetary controls of the WDC is also required. This person will also plan, coordinate, supervise and manage the operations of the accounting unit.
- Develops unit work plans, monitors plan against actual progress and assesses employees’ performance against goals and objectives and in accordance with the Guild agreement; coordinates unit activities with other departments and Leadership Team members.
- Prepares reports and statistics reflecting grant financial performance, cash balances, and other financial results. Reviews all reports and statements developed by unit employees for adherence to accounting and legal requirements; prepares accounting statements and reports as required, including annual financial statements prepared in accordance with GAAP.
- Interprets accounts and records for administrative officers and the Board of Directors, as requested.
- Works with Leadership Team on the preparation of the WDC’s annual budget.
- Administers general accounting, property accounting, internal auditing, annual insurance, forms, control, document management, and records retention for the accounting department.
- Responsible for the ongoing development and updates of the agency fiscal administration policies and procedures manual.
- Directs and supervises the work of subordinate staff; establishes staffing and scheduling requirements; recommends various personnel actions, including selection, promotion, reassignment and discipline. Trains or provides for the training of subordinate employees. Coordinates the implementation of policies and procedures within the unit, as necessary.
- Consolidates operating and capital expenditure and checks requisition requests against approved budgets for availability of funds prior to commitment, and exercises accounting control to ensure that budgeted expenditures do not exceed amounts authorized. Reviews and certifies approved vouchers for payment.
- Assumes responsibility for the correct and accurate accounting classifications of all expenditures.
- Primary direct management responsibility on all financial, accounting, and internal control matters to the WDC’s external monitors, the WDC’s Board and Board Audit/Finance Committee, other responsible governmental entities and independent auditors. Ensures compliance by vendors or subcontractors with all applicable federal, state, county, or other regulations.
- Provides technical assistance to diverse subcontractor agencies regarding financial systems, audit requirements and regulatory issues.
- Stay up to date on and implement nonprofit finance best practices.

OTHER:

- Manages the staff support for the WDC’s Board Audit/Finance Committee and is responsible for informing this committee on all major financial and agency control issues.
- Ability to embrace and promote the WDC’s culture and core values.
- Member of the Senior Leadership Team, which includes strategic and budgetary duties.
- Perform related duties as assigned.
JOB REQUIREMENTS

**Finance/Accounting**
- Active CPA strongly preferred.
- Bachelor’s Degree in finance or accounting required.
- Experience with diverse grant fund accounting required.
- 3 – 5 years of managing and supervising a finance department required.
- Experience with organizational budgets required.
- Experience in working with auditors required.
- Experience with MIP Software or other complex accounting system strongly preferred.
- Private/Non-profit/government accounting experience strongly preferred.
- Must pass a criminal background check.

**Communications**
- Exceptional written, presentation, and verbal communications skills.
- Ability to present to and engage diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Interpersonal Communications: The ability to build trust, influence, and relationships with diverse stakeholders and team members at all levels, the ability to leverage relationships to accelerate delivery, and the ability to use these skills to facilitate connection with internal and external stakeholders.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

**Proactive Systems Thinker:** Able to manage a high degree of complexity and to distill information, able to think strategically as well as effectively developing key processes and deliver and distribute information across multiple channels and mediums.

**Racial Equity Commitment:** An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities and commitment to continued development. Commitment to learning from and developing new strategies, partnerships and approaches with diverse communities.

**WORKING CONDITIONS**
The physical environment requires the employee to work primarily in indoor offices. Some travel is required to attend meetings/events/conferences locally, statewide and nationally. Regular workday and work week are established with some planned early morning or evening hours, and overnight and out of area travel.

**PHYSICAL REQUIREMENTS**
Employee is expected to make decisions, supervise employees, read and write, speak publicly and interpret information and data. May be seated for periods of time, and occasionally may have to lift a boxes or other materials that weigh less than 20 lbs.