

Carolinas-Virginia Minority Supplier Development Council

Job Description

Job Title: Director of Finance/Operations & Certification	Reports To: President
FLSA Status: Exempt	Date Revised: March 2016

Primary Purpose:

This role is responsible for the managing the accounting, certification process, information technology, HR, and daily operational functions for the organization.

Principle Duties and Responsibilities

Certification

1. Perform daily accounting functions and record maintenance: accounts receivable collections, accounts payable, bank deposits, bank statement reconciliation, check and invoice preparation, etc. (manage signature cards), In accordance with GAAP.
2. Perform month end closeout
3. In collaboration with CEO, prepare monthly financial reports for presentation to Board of Directors.
4. Work with outside accounting firm to close/reconcile books.
5. Coordinate and manage the annual audit process as per accepted standards in compliance with SOX. Manage the scheduling, initiate engagement letter, ensure all documentation for management letter is prepared at least 30 day prior to audit.
6. Insure timely filing of all financial documents to include form 990, 5500, 1099, 1096, 8955, W-2, and Quarterly Tax filings
7. Ensure 501C3 status is up to date
8. Update necessary filings with the state and government agencies as required (Change of registered office/agent, NC Solicitation State Certificate)
9. Work with CEO to develop annual budget, forecasts and track ongoing financial performance
10. Serve as the liaison to the Board Treasurer and Finance Committee
11. Set performance targets for certification manager, focused on MBE services and accomplishing strategic goals.
12. Hold certification team accountable for achieving and exceeding KPI expectation, including financial growth

13. Create a supportive environment where certification team are empowered to drive innovation and creative thinking that capitalizes on MBE opportunities, creates methods and procedures based on best practices, industry trends and best in class benchmarks for growing business
14. Oversee and manage the pre-certification and post-certification briefings to inform potential applicants and new MBE's regarding the NMSDC policies and procedures related to the MBE certification process. Ensure the educational briefing materials comply with the policies of the NMSDC. The Director shall create and brand a CVMSDC pre-certification training module for potential applicants.
15. Work with staff to conduct site visits for new applicants
16. To maintain a comprehensive knowledge regarding the NMSDC certification policies and procedures, the Certification Portal, and that data within PRISM
17. Approve the certification section of CVMSDC quarterly report prepared by the Certification Manager.
18. Maintain a comprehensive knowledge regarding the NMSDC Certification policies and procedures the Certification Portal, and the data within PRISM
19. Assist the CVMSDC President in performing certification informational sessions for CVMSDC partners
20. Attend NMSDC annual conference at the direction of the President
21. Approve certification report to the CVMSDC Board of Directors' meeting.

Operations

1. Manage vendor relationships
2. Maintains property inventory list
3. Participate in event committee
4. Manage maintenance of all CVMSDC equipment to include vehicle
5. Attend council functions to perform assigned duties.
6. Prepare NMSDC reports as required per Standards of Affiliation (Retirement Grant Report, Average Local Dues Report, NMSDC Annual Allocation Report)
7. Participate in the development of Council procedures and policies and other forms of communication/information dissemination internally and externally
8. Complete special projects as designated by the President
9. Manage risk management policy for liability coverage (Directors & Executive)
10. Manage maintenance agreements, contracts, renewals and cancellation
11. Maintain originals of all event contracts

Accounting

Responsible for oversight of budget along with the Chair and
CVMSDC Event Coordinator

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9. Serve as the liaison to the Board Treasurer and Finance Committee
10. Prepare invoices within 3 days of notice of intent from corporation to sponsor/register
11. Responsible for collections of all invoices
12. Prepare final event financial results

Human Resources

1. Perform all Human Resources functions: benefits, payroll, temp staffing, etc.
2. Responsible for on-boarding of new hires. i.e. background checks (post offer) offer letter, employee handbook, benefit enrollment forms, new hire paperwork, company equipment (phones, computers, email, passwords and login information, and credit card), and new hire orientation
3. Track employee attendance and leave
4. Serve as Plan Administrator for all employee benefits including 401K

Information Technology

1. Manage relations with IT Consultants
2. Serve as the primary contact for all critical IT matters/issues

3. Serve as the primary web administrator for PRISM. Manages critical content on website to include, login and sign-on information, on-line payment, merchant services, and mobile app.
4. Serve as the primary contact between major technology providers to include Open Systems, Computer Decision, Trust Commerce
5. Manage cloud infrastructure, its products, and compatibility components to include i-cloud, Email exchange, SharePoint, and Lync

Education/Qualifications:

- Bachelor's degree. Master's degree in Business Management, accounting certifications such as the CPA a plus.
- 7 - 10 years of accounting experience preferably in a non-profit or small business setting
- 5+ years of supervisory/management experience

Core Competencies:

- leadership
- judgment
- decision-making
- detailed-oriented
- analytical skills
- information management
- planning and organizing
- problem analysis and problem solving
- delegating tasks and responsibility
- motivating staff
- communication
- coaching and development
- teamwork
- ability to multi-task and work in fast paced environment
- time management
- flexible

Supervisory Responsibilities:

Ability to supervise administrative staff as required.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite; Quickbooks and Internet Explorer.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee is rarely required to stoop, kneel, crouch, or crawl.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their manager.

Reviewed By:	Date:
Approved By:	Date: