



Southern Oklahoma Development Association

P.O. Box 709 DURANT ● OKLAHOMA 74702-0709
TELEPHONE 580-920-1388 ● FAX NO. 580-920-1391

Director of Finance and Administration

POSITION DESCRIPTION

Under the general direction of the SODA Executive Director, the Director of Finance & Administration will create and drive the analytic framework for planning and managing the financial and administrative operations of SODA. Specifically, the Director of Finance & Administration will develop and manage effective and streamlined financial and administrative systems including accounting and financial reporting, information technology, payroll and benefits and facilities management with an eye to continuously improving processes. The Director of Finance & Administration serves as a business partner of the Executive Director for SODA's financial and administrative processes.

Specific responsibilities include:

Financial Management - Responsible for all systems and procedures for the collection of revenue, payment of bills, purchasing and financial reporting to ensure the integrity of financial information including:

- Verifying and posting transactions to journals, ledgers and other records, and preparing supporting account reconciliations in conjunction with the Accounting Administrator
- Preparing, analyzing and communicating periodic financial statements, reports and metrics for SODA's Board of Directors and other stakeholders
- Coordinating and leading the annual audit process including liaising with external auditors and the Finance Committee
- Overseeing budgeting, financial forecasting, and cash flow for existing programs and proposed programs and projects
- Establishing guidelines for budget and forecast preparation and prepare the annual budget in conjunction with the Executive Director and Finance Committee
- Monitoring all financial plans and budgets for all programs and projects and keep the Executive Director abreast of the SODA's financial status
- Managing organizational cash flow and forecasting and oversight of all bank accounts and investments to maintain adequate working capital and return
- Managing short- and long-term investments in conjunction with the Executive Director and the Finance Committee
- Ensuring compliance with Federal, State, local and any other financial, tax reporting and regulatory requirements.
- Updating, documenting and implementing all necessary business policies and accounting practices to improve financial efficiency and controls

Personnel Administration - Responsible for the overall administration, planning and coordination of SODA's personnel management function including:

- Managing the employment process for new hires and terminations including compensation, leave, health insurance and retirement benefits, workspace assignments and office equipment
- Maintaining employee records to ensure compliance with applicable regulations
- Communicating changes in personnel policies and other personnel procedures to all employees
- Preparing and entering payroll transactions to ensure that employees are paid in a timely and accurate manner
- Negotiating and managing the employee insurance and benefits plans
- Processing and submitting statutory and benefits remittances on time
- Preparing quarterly and annual payroll tax forms

Information Technology - Responsible for the overall administration, planning, coordination and execution of all IT functions including:

- Analyzing organizational IT needs and recommending appropriate technology services and equipment in conjunction with the Executive Director
- Maintaining and enforcing procedures around technology and telecommunications
- Liaising between SODA and outside IT consultants in the provision of IT services
- Directing operations in executing SODA's technology plan and policies in conjunction with the Accounting Administrator

Administration – Responsible for the overall administrative functions to ensure efficient and consistent operations including:

- Working closely and transparently with all external partners including third-party vendors and consultants
- Reviewing and ensuring compliance with all contracts entered into by SODA
- Evaluating and maintaining adequate insurance coverages and ensuring that policies are timely renewed or replaced and claims are filed and resolved
- Managing and maintaining SODA's infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc.) in conjunction with the Accounting Administrator

QUALIFICATIONS AND PREFERENCES

The Director of Finance and Administration will have three or more years of professional experience in accounting, preferably fund accounting, and financial management. Specific qualifications include:

- Bachelor's degree (MBA/MPA preferred) in Business, Management, or Finance
- Prior responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or program area
- Prior experience in non-profit sector and/or with grants management a plus
- Keen analytic, organization and problem solving skills which support and enable sound decision-making
- Self-starter with demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and ability to wear many hats
- Ability to translate financial concepts to and effectively collaborate with programmatic colleagues who do not necessarily have finance backgrounds
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Proficiency in the use of computer applications and programs including accounting, word processing, spreadsheets and email
- Personal qualities of integrity, credibility, professionalism, a commitment to lead by example and dedication to the mission of SODA