



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Open Position: Senior Director of Finance**

**Do you want to make a difference? Then join our team at the Y!**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. Under the guidance of the Executive Director, the Senior Director of Finance shall be responsible for financial transactions and ensure that all business procedures are followed in accordance with the Sheridan County YMCA.

### **QUALIFICATIONS:**

1. Minimum of a bachelor's in accounting, finance, or related degree.
2. 8 years of overall accounting experience, with at least 3 of those years in a financial management role.
3. Demonstrated Non-Profit experience preferred.
4. Experience in holding final responsibility for the quality and content of all financial data, and reporting/audit coordination for either a division or significant program area.
5. Hands-on experience in annual budgeting, forecasting, financial statement preparations and analysis.
6. Ability to translate financial concepts to and to effectively collaborate with programmatic and fundraising colleagues who may not necessarily have finance backgrounds.
7. Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
8. Successful track record in setting priorities; organization and problem-solving skills which support and enable sound decision making.
9. Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
10. Multitasker with the ability to wear many hats in a fast-paced environment.
11. Personal qualities of integrity, credibility, and dedication to the YMCA's mission and values.
12. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
13. Ability to solve practical problems and work through situations of varying gravity.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Hires, develops, and manages all accounting staff and budgets, including accounts payable and receivable, payroll, and general accounting areas.
2. Translates organizational goals into executable plans with accountable staff and volunteers by defining tasks, milestones, and priorities for programs or projects; manages all functions of accounting and business operations, ensuring that legal and audit requirements are met.
3. Oversees and provides leadership to the annual budget process including issuing guidelines and procedures, training staff, auditing budgets, overseeing data input, and preparing reports.
4. Designs practices, processes, and procedures for strong fiscal management.
5. Maintains an accounting system to accomplish the proper recording and reporting of all operations, transactions, assets, and liabilities of the YMCA for all funds to include reserve analysis.
6. Maintains records and prepares various internal and external reports, including reports for various federal and state agencies in addition to Y National Reports.
7. Manages annual independent audit, preparation of financial statements and the IRS 990 tax form. Oversees the preparation of required audit schedules; maintains records; conducts internal audits, accounting studies, analyses, and cost studies; acts as liaison with audit team and YMCA Finance Committee.
8. Prepares financial statements required by management, the board, and outside agencies.
9. Oversees the month-end and year-end closings and the preparation of statements and reports.
10. Implements, manages, and oversees personnel and payroll administration including maintenance of records and related systems.
11. Serves as a resource to management and program personnel in all matters related to accounting.
12. Manages basic property and casualty insurance as it pertains to commercial property, liability, Workman's Comp, Cyber and professional liability.
13. Supervises and/or prepares reconciliations of all YMCA bank accounts daily.
14. Collects and maintains data on government contracts and grants.
15. Coordinates and supervises operating cash flow management.

**COMPENSATION:** Starting pay range: \$65,000 - \$75,000. Competitive benefits package including health insurance, retirement contribution, vacation/sick leave, holiday pay, membership & daycare privileges.

**Interested candidates please email cover letter and resume to:**

Laura@peakconsult.net All inquiries and applications will be strictly confidential.

Further questions contact Laura at 307-655-5405