



Position: Director, Finance and Grant Reporting

Reports To: Executive Vice President

Status: Exempt

SCOPE OF POSITION

The Greater Akron Chamber (GAC) is seeking an organized, reliable, and experienced individual to serve in the role of Director, Finance and Grant Reporting. In this role, the Director, Finance and Grant Reporting will be responsible for overseeing the organization's finance, and grant management.

ESSENTIAL FUNCTIONS

Management, Oversight and Reporting of the Organization's Financials: This role will have the responsibility of managing all aspects of the organization's financials, including creating and managing budgets and reporting on financial performance on a regular basis. The role will be responsible for seeing to the accurate maintenance of the organization's accounting system, including accounts payable, accounts receivable, journal entries, the monthly closing process, grants management and general ledger according to generally accepted accounting practices. This role will oversee the annual audit, 5500, and 990 completions with a third-party CPA and provide support to the GAC Finance Committee and Board and provide timely reporting to the Board, GAC leadership team, funders, etc.

Management of Grant Financials: The Chamber receives local, state and federal grants, which require regular reporting on the expenditure of grant funds. This role will be responsible for working with internal leaders to identify appropriate grant allocations and executing on those each month. In addition, this role will be responsible for tracking both revenue and expenses for each grant, producing reports that illustrate the expenses associated with each grant for the foundation, as needed. The role will see to the preparation and submission of grant-related invoices, forms, and reports to funders and other stakeholders as required and upon request.

Finance Committee Support: The Chamber has a Finance Committee that meets regularly to provide oversight related to the organization's financials, recommend budgets, etc. This role will provide staff leadership in support of the work of the Finance Committee. This will include working with the Executive Vice President and Finance Committee Chair to create agendas and supplementary prep materials for the Committee.

Strategy and Planning: This role will be responsible for improving the Chamber's financial management approach, staying up to date on non-profit financial trends, and providing Chamber leadership with insights on challenges and opportunities that arise from the organization's financial performance. Create, manage, revise, adjust, and analyze all budgets for the organization. Manage relationships with banking institutions, organization vendors, and grantors.

Additional Duties as Assigned: Have the flexibility to assist in various capacities to advance the organization's efforts to raise awareness, visibility and engagement in the Chamber's work.

PREFERRED EDUCATION, EXPERIENCE AND SKILLS

- Bachelor's or Associate's Degree in accounting, finance, business or other related fields. CPA preferred, but not required.
- 5+ years of experience working in accounting, finance, or related field for a non-profit organization with significant grant funding relationships.
- Experience with QuickBooks Online accounting software, financial controls, bookkeeping, accounting, payroll processing, and employee benefits is required.
- Experience managing and maintaining compliance with complex, simultaneous, and overlapping grant submissions, awards, and matches is required.
- Strong communications skills and the ability to distill complex financial information into language that can be understood by non-finance professionals.
- Ability to think long-term, anticipate future trends, and develop strategic plans accordingly.
- Ability to take initiative and manage multiple projects simultaneously.
- Ability to manage confidential information in a discreet manner.
- Exceptional attention to detail is required for accurate accounting, reporting, and adherence to funding requirements.
- A strong work ethic with demonstrated organizational and time management skills required.
- Proven critical thinking, systems thinking, and strategic planning experience required.

OTHER CONSIDERATIONS

- May be required to work more than 8 hours during a workday.
- Must be able to remain in a stationary position 50% of the time.
- Occasionally moves office materials and/or supplies weighing up to 25 pounds throughout the office.

SCHEDULING REQUIREMENTS

- Must be available to work occasional off-hours.
- Must be available during standard business hours.
- While this position is based in the GAC's main office location in Akron, OH, many aspects of this role may be fulfilled through periodic telecommuting as determined appropriate and in conjunction with project supervision.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.