

**FFLA**  
**Director of Finance / Administration**

General Position Description

The Director of Finance / Administration shall oversee the fiscal and administrative activities and personnel policies of the Foundation and the Endowment Trust.

Major Duties and Responsibilities

The Director of Finance and Administration shall report to the Executive Director and will perform the following essential functions:

**1. Finance Department:**

a. Annual duties include:

- i. Annual Audit and Tax Returns for FFLA and related Endowment
  1. Oversees, prepares, coordinates, and reviews all audit schedules and reports in connection with the annual independent audit and tax returns.
  2. S/he is responsible for the timely completion of the annual audit presented at the December Board meeting and the timely completion and submission of the tax returns.
- ii. Fiscal year close
- iii. Annual filing, submissions and paperwork
  1. Bank/Investment signatures
  2. Forms 1099 and 5500
  3. Charitable Solicitation Registration
  4. Tangible Personal Property Tax Return
  5. Documentary Stamp Tax on Loan Repayment (LRAP)
- iv. Loan Repayment Assistance Program (LRAP)
  1. Promissory Notes issuance and cancellations
  2. Notes receivables reconciliation
- v. FY Budgeting process
  1. Oversees and coordinates the timely preparation of the annual budget process culminating with presentation

of the proposed operating and capital budgets for the next fiscal year in May/June

2. Tracks annual budget, special project budgets, budget amendments and budget adjustments as needed and per the FFLA budget policy.
  - vi. Investment review, reconciliation and recording of unsettled transactions.
  - vii. Board and Committee Orientation
  - viii. Fraud Prevention & Detection presentation
  - ix. IOTA Collections Analysis
  - x. Grant Allocations
  - xi. Petty Cash Audit
- b. Quarterly duties include:
- i. Reconciliations
    1. Accounts Receivables
    2. Accrued Expenses
    3. Capital Lease obligations
    4. IOTA contributions receivables
    5. Reimbursable expenses and other prepaids
  - ii. Review
    1. Program-Related expenses
    2. PPPF (budget line item) designations
    3. Billing to grantees for quarterly usage (LegalServer and Westlaw)
    4. Financial Statements for FFLA and END
    5. All grantee financial reports (including staffing budgets, carryover requests, and audit reports) under the Foundation's grantee evaluation guidelines in collaboration with the grants department and reports results to the Executive Director.
  - iii. Prepare/Assist
    1. Reports for Committee and Board
    2. Workpapers for Dashboard reports
    3. Staff liaison for Committees (Audit, Budget and Finance, and Investment).

4. All required regulatory filings

c. Monthly duties include:

i. Reconciliations

1. Bank statements, including testing and review of logs and voided checks
2. Investment statements
3. Pledges and contributions (record as necessary)
4. LRAP Notes Receivables worksheet

ii. Oversee and coordinate payments

1. Grants and Awards, Other Disbursements
2. Prepaid expenses

iii. Fixed Assets review and calculation of depreciation expense

iv. Payroll and related items (semi-monthly)

d. Daily duties include:

i. High level review and assessments of:

1. Cash Receipts
2. Cash Disbursements
3. Cash Pro Administration
4. Money Movement
5. IOTA collections
6. Donations processed into RE database

ii. Review and approve disbursements as needed

iii. Supervise Accounts Payable and other Finance functions

iv. Respond to various requests for assistance from staff, directors, grantees, etc.

e. Other duties and responsibilities:

i. General fiscal oversight to ensure FFLA and END fiscal integrity of the Foundation and the Endowment Trust, including proper recording and reporting of all financial transactions.

ii. Oversee and supervise the management of cash-flow, allocations/projections, program expenses including grants,

- iii. Monitors and communicates with our investment advisors and ensures compliance with the Foundation's and the Endowment Trust's investment policies.
- iv. Reviews all grantee financial reports (including staffing budgets, carryover requests, and audit reports) under the Foundation's grantee evaluation guidelines in collaboration with the grants department and reports results to the Executive Director.
- v. Other related duties as assigned by the Executive Director.

## **2. Administration Department**

a. Supervise the Administration Department as needed and assist with:

i. Office administration

1. Supplies, Furniture, equipment, etc.
2. Personnel and Human Resources
3. Expenses
  - a. Payroll and Benefits
  - b. Operating
  - c. Capital
4. Revenue
  - a. Donations
  - b. Repayments from grantees, etc.

ii. Building and Property Management

1. Equipment and Supplies
2. Receivables (lease, utilities, etc.)
3. Expenses (taxes, assessments, etc.)
4. Grounds and maintenance
5. Repairs and replacements, as needed

### **Primary Qualifications**

- Ability to prioritize and manage a large and complex workflow with multiple deadlines independently and successfully.
- Significant and meaningful experience supervising others in the workplace
- Diligent and mindful commitment to details, policies, procedures, scheduling and deadlines.
- Excellent written and verbal communication skills.
- Highly motivated initiative-taker with excellent judgement and solid critical thinking and analytical skills.
- Demonstrated ability to think and plan strategically and creatively.

- Collaborator with professional demeanor open to receiving and providing constructive feedback.
- Strong organizational, problem solving and trouble shooting skills.
- A current CPA license valid in the State of Florida
- Eight years public accounting / non-profit experience
  - With a minimum of 3 years working in the non-profit sector preferred.
- Advanced knowledge in use of Adobe, JotForm, Office software including Word, PowerPoint, and Excel
- Experience with financial and constituent databases: i.e., FeNxt and ReNxt preferred.

The salary range is \$125,000 - \$140,000 (depending on experience and qualifications), with health insurance, retirement benefits and paid annual leave.

**END OF DOCUMENT**