



PROFESSIONAL OPPORTUNITY DIRECTOR OF FINANCE

For more than thirty-five years Heritage Community Initiatives has been dedicated to making a positive impact on the social mobility of thousands of families in forty communities through pragmatic programs in Education, Transportation and Nutrition. Each year, Heritage provides the highest-quality early learning and out of school time opportunities to nearly 300 students through nationally accredited education programs, the 4 Kids Early Learning Center and HOST (Heritage Out of School Time). Heritage Community Transportation's fixed route service provides nearly 8,000 rides each month for residents in transit-isolated communities and is the only human services nonprofit in the Commonwealth designated as a provider of public transportation. Heritage Nutrition Services prepares over 115,000 meals each year and provides solutions in meal planning, ordering, preparation, and delivery while creating healthy options for youth and senior populations.

Position Summary

The Director of Finance position is responsible for managing all aspects of Finance for the organization. This is a hands-on position, managing the organization's financial operations, including accounts payable, accounts receivable, payroll, budgeting, production of financial statements and reports, audit and tax returns. Responsibilities also include monitoring and maintaining internal controls, while overseeing financial systems and related compliance requirements. This position is part of senior management team.

Responsibilities

- Perform day-to-day accounting functions -and the month and year-end close processes to assure up-to-date financial information and timely financial reporting on a month, quarterly, annual basis and periodic reporting
- Maintenance of the General Ledger, including the classification and recording of all financial transactions by department/program/class, including A/P and A/R, account reconciliations
- Reconcile all bank and investment accounts monthly
- Monitor cash balances and forecasts cash flow
- Oversee preparation and/or prepare bi-weekly payroll, including expense reimbursements
- Manage the employee benefits from enrollment to termination (health, dental, vision, STD, LTD, FSA, etc.) and reconcile benefit deductions to payroll, including any workers compensation or disability claims.
- Oversee preparation and/or prepare cash disbursements and accounts payable, including processing of payments, allocation of expenses and recording of related journal entries
- Assist with preparation of annual budgets (program, operating, capital)

- Provide financial reports and analysis to the President & CEO, Directors and/or Program Staff, and the Board of Directors. Financial reports include but are not limited to:
 - Monthly P&L, Balance Sheet and other requested reports
 - Monthly P&L by department/program/class and General Ledger detail
- Lead business and program analytics initiatives
- Collaborate with relevant parties to ensure preparation, completion and filing of budgets and periodic reports as required by all funders (PennDOT (DotGrants), PreK Counts, etc.)
- Maintain accounting of and appropriate supporting information for funds with and without donor restrictions
- Assist with developing and instituting appropriate financial management, policies, procedures and internal controls
- Maintain records in accordance with Generally Accepted Accounting Principles and ensure that record-keeping meets the requirements of auditors and government agencies
- Coordinate the annual financial statement and other audits. This includes preparing all schedules and ensure financial records are accurately prepared prior to the audit and for completion of the 990 and BC010.
- Ensure all other federal, state, and local tax filings and related compliance are completed, as applicable
- Supervise accounts payable/payroll coordinator and other finance staff
- Perform other duties as assigned by supervisor

Qualifications

- Bachelor's degree in finance, accounting, or related field required; MBA/CPA preferred
- 5+ years relevant work experience in nonprofit accounting required, including management and supervisory experience
- Working knowledge of GAAP
- Proficiency with Excel/MS Word, Windows environment, Excel and accounting software, QuickBooks preferred
- Must have current and valid Pennsylvania driver's license as well as access to a vehicle
- Current FBI, NSOR, Child Abuse and Criminal Background clearances or able to attain all clearances within 30 days of hire
- Current health assessment and TB test

Applicants are asked to send a cover letter and a copy of their resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives – www.heritageserves.org.