

## **BETHESDA HOUSE OF SCHENECTADY, INC**

**Job Description:** Finance Director  
**Responsible To:** Executive Director  
**Status:** Full-time, Exempt

### **Function:**

The Finance director will be a strategic thought-partner, and report to the Executive Director. This position is responsible for the financial health and stability of Bethesda House. The Finance Director is the lead position for the Agency's finance/accounting function; managing the cash flow to ensure regular payment obligations are satisfied. The Finance Director creates budgets and long-term financial plans for the Agency. This position supervises the Senior Bookkeeper and oversees the Representative Payee Bookkeeper responsibilities.

### **Duties/Responsibilities:**

- Oversee the Senior Bookkeeper who maintains the Agency General Ledger / Accounting which resides in Quick Books
- Ensure timely process of quarterly vouchers and reports: includes but not limited to Schenectady County OMH, NYS OTDA SRO, NYS OTDA STEHP, City of Schenectady
- Prepare timely and detailed reports on financial performance, monthly, year-to-date, and year-end projections for Board Finance Committee review
- Analytical review of overall Agency financial position
- Lead the monthly Board Finance Committee meetings
- Manage organizational cash flow and forecasting
- Assists Executive Director in the development of the agency annual budget
- Oversee audit and internal control operations
- Coordinate and oversee the Agency annual audit
- Will partner with Senior Leadership in strategic decision making and operations
- Assist Executive Director in new funding initiatives, create budgets and narrative
- Other duties as assigned

### **Qualifications:**

- Bachelor Degree in Business Administration; concentration in Accounting/Finance with three to five years non-profit
- Proficiency in Microsoft Office programs including Word, Excel
- Experience with QuickBooks accounting software preferred
- Ability to perform well under fast-paced conditions.
- Ability to work independently
- Ability to demonstrate initiative with work processes
- Excellent communications skills both written and verbal

- Emotional stability with the capacity to separate personal issues from work related issues
- Ability to understand, communicates, represent and carry out the mission, values, philosophy, and policies of Bethesda House of Schenectady, Inc.
- Ability to relate to a wide range of people. This includes, but is not limited to, a broad range of people who are culturally and socio-economically diverse
- Ability to carry out documentation requirements of the position.
- Must be able to manage a diverse and broad work load.
- Valid, clean drivers license and vehicle
- Ability to work flexible hours, outside of scheduled work hours.

**Essential Functions:**

- Ability to work with computers including the ability to work with automated output and the ability to enter and analyze data in automated systems.
- Ability to work with financial/statistical data.
- Ability to operate an adding machine.
- Ability to work full time during normal business hours on a regular basis.
- Ability to effectively handle conflict and/or confrontation in order to reach a resolution satisfactory to all parties.
- Ability to work independently and under deadline pressure to meet established work goals. May also include ability to work hours above normally scheduled work hours to accomplish same.
- Ability to effectively communicate (both orally and in written form) with peers and superiors.
- Ability to represent the agency in a professional manner to all parties with which she/he comes into contact.