

**AURORA AREA INTERFAITH FOOD PANTRY**

**Director of Finance and Data Management**

**Job Description**

**Overview:**

For 42 years, Aurora Area Interfaith Food Pantry has helped reduce food insecurity and the negative impact on the individuals who experience it and the community as a whole by making nourishing food accessible to anyone in need in a humanitarian and compassionate manner.  Food is currently available at our in-person distributions and through several special programs that address the needs of low-income school children, senior citizens, and those facing homelessness. Aurora Area Interfaith Food Pantry provides value-added services to its clients through collaborations and partnerships with leading businesses, nonprofit organizations, churches, service organizations, and schools.

**DEPARTMENT** – Finance

**DIRECT REPORTING** –Executive Director

**WORKS CLOSELY WITH** – Executive Director, Program Director, Senior Director of Development, and volunteers aligned with the tasks below.

**POSITION STATUS & SCHEDULE** – Full-Time, exempt position with some evenings, weekends, and holidays

**POSITION SUMMARY** – We are seeking an experienced director that has a strong background in finance and accounting. The Director of Finance and Data Management oversees all finance operations and accounting functions, data management, and human resources for the pantry

This leadership position is also responsible for development of strategies, internal controls, policies, and procedures to ensure organizational financial health and compliance. This position also includes data management and analysis. Responsible for keeping accurate data on all pantry functions and services, this position will have a transformational impact on using accurate data to help us improve our operations and services.

**KEY RESPONSIBILITIES AND DUTIES–**

* Works closely with Executive Director, Senior Director of Development and Treasurer of the Board of Directors to implement all financial procedures
* Provides strategic management of the accounting and finance functions
* Recommends improvements to ensure the integrity of the organization’s financial information
* Directs accounting policies, procedures, and internal controls
* Manages and oversees the relationship with independent auditors
* Identifies and manages organization risks and insurance requirements
* Forecasts and evaluates expenditures
* Verifies that transactions are recorded accurately in Quickbooks
* Reconciles all event and donation transactions from eTapestry to Quickbooks
* Develops and administers monthly closing procedures
* Records day to day financial transactions and completes the posting process
* Provides technical and procedural assistance to ensure that purchasing policies, regulations, and procedures are implemented and utilized in a consistent manner
* Works with the Executive Director to formally submit Requests for Purchase/Bids
* Manages all vendor contracts, communications, and payments for facility management
* Manages all cash and bank deposits
* Processes all reimbursements
* Preparation of monthly bank reconciliations
* Review of pantry accounting procedures to improve internal control, assure conformity to policy and increase effectiveness
* Compilation and analysis of statistical records for use in various pantry activities
* Comparison and reconciliation of various accounting related software applications to ensure consistent and appropriate recording of financial transactions
* Prepares of journal entry adjustments, when needed
* Responds to financial and data surveys requested by outside agencies or organizations
* Maintains fixed asset and depreciation records
* Prepares end of year end adjusting entries, audit work papers and month/year-end closing procedures
* Analyzes both internal and external financial reports and oversees all audit processes, including preparation of the Comprehensive Annual Financial Report
* Assists in the supervision of accounts receivable on a technical basis for accounting accuracy
* Performs partial checks of the posting process
* Oversees the completion of any tax forms
* Enters data, maintains records, and creates reports and financial statements
* Processes accounts payable in a timely fashion with accuracy
* Assists in the preparation of the annual pantry budget and the long-range financial plan
* Administration of procurement card(s) and credit card reconciliation
* Receives and evaluates grant expenditure reports
* Reviews and monitors purchase requisitions to determine correctness of information, calculations, coding to proper accounts, etc.
* Completes all grant financial reports and reimbursements
* Assists in preparing reports for the Board of Directors and its committees
* Manages budgets and sends Directors monthly budget reports
* Works with organization staff to coordinate and run successful events and campaigns
* Performs risk management by analyzing the organization’s liabilities and investments
* Ensures compliance with the law and organization’s policies
* Oversees Link2Feed Database and prepares reports for all stakeholders as needed
* Manages Link2Feed Training and accurate data entry by volunteers
* Provides collaboration, planning, and support for possible future capital campaigns
* Evaluates the effectiveness of programs through data analysis.
* Develops and implements innovative strategies for continually improving the organization’s impact, effectiveness, and quality of services
* Partners with other teams to transform, optimize, and standardize data accuracy monitoring and data processes, enabling the team to develop and maintain innovative reporting solutions to assess data accuracy performance
* Analytically evaluates opportunities and potential solutions to improve data accuracy results, and work with minimal supervision to implement those solutions
* Independently lead assigned strategic projects aimed at improving information quality and organization effectiveness, and execute to deliver results on task, on time, and on budget
* Analyze data collection and creates reports and presentations to stakeholders
* Presents analyses and recommendations to senior leadership and other cross-functional partners in a manner that translates complex work into an intuitive, digestible, and actionable story with an appropriate level of detail
* Explore and assess industry developments related to data accuracy and food pantry efficacy to ensure that the team remains aware of best-in-class practices
* Coaches and develops staff to maximize performance; makes recommendations for the Executive Director effecting salary and employment decisions.
* Creates weekly/monthly/annual reports to Executive Director to help in evaluation of policies, procedures, and services.
* Manages full onboarding and training of new employees
* Maintains staff handbook with all applicable state and federal laws
* Maintains all HR records and policies
* Administers payroll and benefits for all staff
* Ensures all HR complaints and investigations are handled swiftly with proper documentation
* Performs other duties as assigned by the Executive Director or Board of Directors

In addition to the duties and learning objectives listed above, AAIFP expects the following of each employee:  adheres to AAIFP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in AAIFP events as needed or required; and completes other duties as assigned.

**EXPERIENCE, SKILLS and ABILITIES** –

* MSc/MBA or Masters in Accounting preferred
* CPA is a strong advantage
* BSc/BA in Accounting, Finance, or relevant field is required
* A minimum of five years of accounting experience in a nonprofit
* Experience in QuickBooks or similar accounting softwareIn depth knowledge of non-profit financial law and risk management practices
* Proven track record in fiscal responsibility
* Excellent knowledge of data analysis and forecasting methods
* Experience with capital campaigns preferred
* Experience managing successful databases
* Proven track record of keeping sound data and using it for analysis
* Good organizational ability
* Highly developed written and verbal skills
* Experience in Microsoft Office suite preferred
* Valid Driver’s License and own transportation for work-related responsibilities
* Strong analytical thinking and problem-solving skills
* Proven ability to successfully handle multiple projects and meet critical deadlines
* Results-orientated
* Flexibility to attend evening and/or weekend meetings and/or events
* Proficiency with Microsoft Office applications.
* Passionate and committed to the AAIFP mission
* Commitment to equity, diversity, and inclusion
* Inspiring team leader

**COMPENSATION:**

* Salary based on experience; range $53,000-$63,000
* Organization pays 50% on employee’s health insurance after 90 days of employment
* Access to vision and dental insurance
* 401k 5% match after 6 months of employment
* 12 scheduled/holiday, paid days off
* 16 unscheduled, paid days off
* Casual work environment
* Professional development opportunities

**HOW TO APPLY**: Please submit a cover letter and resume to Shannon Cameron: scameron@aurorafoodpantry.com

***The Aurora Area Interfaith Food Pantry is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law.  AAIFP encourages people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.***