The Turning Point
(Rape Crisis Center of Collin County)

Job Description

Title: Director of Finance

Reports to: Executive Director

Summary: The Director of Finance is the financial manager of the agency and performs all finance related duties including payroll processing, drafting budgets, contract and grant invoicing, preparing and maintaining financial records, overseeing grant and independent audits, and managing office supplies and vendor relations. Director of Finance is the also the point of contact for agency's outsourced human relations group.

Duties:

1. Process payroll and pay bi-weekly
2. Maintain all financial information in Quickbooks system including accounts payable and receivable and generate financial reports for monthly board meetings, yearly financial reports and grant reports as needed from Quickbooks
3. Prepare checks and deposits for banking and process credit card payments
4. Reconcile bank accounts
5. Set-up and maintain individual grant spreadsheets to allocate expenses
6. Assist with drafting and creating budgets for grant applications
7. Generate monthly grant invoices to receive payments and complete monthly financial status reports for federal and state grants
8. Drafts the annual budget oversees agency's adherence to the budget
9. Coordinates employee benefits enrollment forms; orient staff on health benefits
10. Maintain current W-4's and generate tax documents like 1099, W-2, 941's, and Texas Workforce reports
11. Schedules annual agency audits with CPA and prepare financial information for all audits
12. Supports data analyst in managing phone and security system issues
13. Maintains inventory list of office equipment and purchases supplies when necessary
14. Assist in fundraising events
15. Assist with answering the phone and provide crisis intervention as needed on the crisis line or at the hospital
16. All other duties as assigned

Job Requirement:

1. Proficient in Microsoft Office
2. Knowledge in the Generally Accepted Accounting Principals
3. Knowledgeable with payroll guidelines and laws
4. Experience with QuickBooks
5. Ability to develop and maintain positive and professional working relationship with volunteers, board, staff, and client
6. Complete 40 hours of mandated OAG sexual assault training

Education & Experience

- Bachelor's degree from an accredited college or university and at least two years of finance or accounting experience required
- Experience managing non-profit finances preferred