

<b>POSITION/TITLE</b>	Director of Finance	<b>CLASS</b>	Exempt
<b>GROUP</b>	Fiscal Department	<b>DEPARTMENT</b>	Fiscal
<b>REPORTS TO</b>	President & CEO	<b>DIRECT REPORTS</b>	Fiscal Department Staff
<b>SALARY RANGE</b>	\$75,000 - \$100,000	<b>GRADE</b>	
<b>LOCATION/BASED</b>	Greater Pittsburgh Area	<b>PRIMARY LOCATION</b>	Main Office

*The **Urban League of Greater Pittsburgh's** mission is to enable African Americans and other underserved urban residents to secure economic self-reliance, parity and power, and civil rights.*

## **JOB DESCRIPTION**

### **POSITION SUMMARY/OBJECTIVE**

The Director of Finance will build and manage a fiscally sound organization leveraging the systems, processes, and resources that enable the **Urban League of Greater Pittsburgh's (ULGP's)** diverse and expanding workforce to grow and thrive. The Director of Finance will oversee the organization's budget, investments, financial forecasting, analysis, purchasing, capital expenditures, payables, receivables, and tax and financial reporting for the organization. The role will provide support and guidance to the executive team and will provide reports and guidance to the Board of Directors and its committees on all financial-related matters.

### **ESSENTIAL FUNCTIONS**

#### **Budgeting, Planning, and Forecasting**

- Partner with CEO and **ULGP** staff to develop annual and strategic plans as well as periodic forecasts of financial performance and trends.
- Meet budgetary objectives but also be able to adjust to project constraints considering and applying an overhead cost to all projects based on financial analysis.
- Assist program managers in creating and managing budgets.
- Create budgets for grant requests and prepare grant interim and final reports.

#### **Financial Administration and Operations**

- Oversee the processing and other office functions to ensure the effective delivery of retirement, and staff pay and benefit administration.
- Process and ensure accounts payable and accounts receivable are done timely and efficiently.
- Manage and supervise all AR/AP cycles with external partners and customers—including the implementation of accounting and billing systems and controls.
- Ensure timely, on-schedule reconciliation, recording and publication of monthly, quarterly and annual bank statements, company credit cards, and 990s.
- Support the CEO and staff team while ensuring that all administrative functions operate efficiently and within the established designated budget parameters.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of

accounting principles, reducing legal risks and ensuring regulatory compliance.

### **.Audit**

- Ensure auditors receive requested information to perform audit.
- Work with auditors to ensure accuracy and timely completion of audit.
- Conduct regular audits of expenditures, assets and liabilities.

### **Financial Reporting**

- Gather financial data for analysis and forecasting with respect to profits, trends, costs, and compliance.
- Coordinate the preparation of annual, quarterly, and monthly financial statements.

### **OTHER ESSENTIAL DUTIES**

- Partner with the CEO to support corporate finance activities, including venture capital fundraising.
- Provide oversight, strategic direction and analysis to the Finance Committee of the Board as required.
- Manage insurance coverage for the organization, including compliance.
- Analyze trends and metrics in partnership with the **ULGP** CEO and staff to develop solutions, programs, and policies.
- Seek Pennsylvania Association of Nonprofit Organization's (PANO's) and other nonprofit excellent certifications.

### **COMPETENCIES**

- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused
- Strong work ethic
- Ability to organize, prioritize and manage multiple tasks
- Strong reconciliation and analytical skills
- Ability to articulate accounting concepts to accounting and program staff both verbally and in written form to ensure the highest level of understanding

## EDUCATION AND EXPERIENCE

- BA/BS degree or demonstrated equivalent experience
- Minimum of ten (10) years accounting, preferably in not-for profit, experience with a demonstrated record of growth
- Knowledge of generally accepted accounting and bookkeeping principles and procedures
- Ability to analyze problems and provide strategic direction
- Advanced time management and analytical skills
- Excellent client-facing communication skills
- Advanced use of Excel and ability to manipulate data and spreadsheets appropriately
- Demonstrated proficiency with the use of MSOffice Suite (Word, Excel, PowerPoint) and accounting software (Blackbaud) and other software as appropriate.
- Effective writing skills including reports, letters, grant support and proposals--must be able to respond quickly and under pressure
- Experience working with volunteers and a Board
- Able to lead and motivate groups and individuals
- Able to think systematically, creatively and strategically to successfully mediate and negotiate with individuals and internal and external groups
- Able to overcome obstacles to cooperation and foster harmonious relations
- Able to balance competing priorities, complex situations and tight deadlines
- Ability to listen is essential
- Act 33/34 and FBI clearances required
- Must provide proof of full COVID 19 vaccination status.

## PREFERRED QUALIFICATIONS

- Bachelor's degree in finance, accounting, business administration or a related field
- Five (5) to ten (10) years of managerial experience
- Certifications such as CPA, CFA, and CMA are preferred

## ADDITIONAL NOTES

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. **Duties, responsibilities, and activities may change at any time with or without notice.***

## PHYSICAL REQUIREMENTS

The physical demands are representative of those that must be met by the Director of Finance to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REVIEWED BY	Director of Finance, Melanie Horvath	DATE	01/29/2024
APPROVED BY	Director of Human Resources, Denise Eyer	DATE	
LAST UPDATED BY	Human Resources (pb)	DATE/TIME	01/29/2024, 2:27 pm

**URBAN LEAGUE OF GREATER PITTSBURGH IS AN EQUAL OPPORTUNITY EMPLOYER**