

 	United Way of Central New Mexico (UWCNM) Finance Director/Controller Job Description Revised: November 2022
Job Title: Finance Director/Controller	Department: Finance
Reports to: President and CEO	Status: Salaried, Exempt, Full Time
<p>ORGANIZATION:</p> <p>Headquartered in Albuquerque, United Way of Central New Mexico (UWCNM) serves the people of five counties: Bernalillo, Sandoval, Santa Fe, Torrance, and Valencia. Our mission is connecting people to opportunities and services to equitably improve lives and strengthen communities.</p> <p>UWCNM brings together donors, businesses, nonprofits, government, and others to create better solutions to our community’s challenges. Our programs and donor dollars ensure that individuals and families in central New Mexico have the opportunity to achieve potential through education, that they are healthy and safe, are financially stable and live life with dignity.</p> <p>In addition, UWCNM has a strong commitment to Diversity, Equity and Inclusion and upholds the following values:</p> <ul style="list-style-type: none"> • We value the visible and invisible qualities that make you who you are. • We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community. • We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems. • We strive to include diversity, equity, and inclusion practices at the center of our daily Work. <p>We commit to using these practices for our business and our communities.</p> <p>SUMMARY:</p> <p>The Finance Director/Controller will lead all day-to-day finance operations and supervise the finance team members including functional responsibility over accounting, accounts payable, payroll, accounts receivable, campaign accounting, and grants administration. As part of the finance team, the Finance Director/Controller oversees and supports finance and information systems functions to maintain accountability and assurance of financial integrity for volunteers, donors, and staff. The Finance Director/Controller has primary responsibility for maintenance of the accounting records. The Finance Director/Controller will ensure that the organization has the financial systems and procedures in place to support effective program implementation and ensure the accuracy and quality of financial reporting both internally and externally. The Finance Director/Controller will work closely with peers and staff members in the organization, to both educate them regarding finance and accounting procedures, and to explore how the finance function can support their operations. In addition, the Finance</p>	

Director/Controller will partner with finance team members on the administration of payroll and other joint duties, act as liaison between finance and other departments, and act as a partner with Chief Operations Officer (COO) to implement and oversee policies and procedures.

WORKING RELATIONSHIP:

This position has a broad range of decision-making authority when working in areas where current policies and procedures apply. In areas where there are no policies or procedures, or the Board of Directors has not stated their position, the President and CEO must be consulted and is the final authority.

This position does not have the sole authority to make personnel decisions such as salary, hiring or termination of staff.

ESSENTIAL FUNCTIONS:

- Oversees all accounts, ledgers, and reporting systems ensuring compliance with appropriate standards and regulatory requirements (GAAP).
- Maintains internal control and safeguards for receipt of revenue, expenses, and program budgets versus actual expenditures.
- Consistently analyzes financial data and presents financial reports in an accurate and timely manner; clearly communicates budget to actual results in monthly, quarterly, and annual financial statements; monitors progress and keeps senior leadership abreast of the financial status.
- Collaborates with the CEO and President and/or COO for annual budgeting and planning process; administers and reviews all financial plans and compares to actual results with a view to identify, explain, and correct variances as appropriate.
- Oversees all project, program and grant accounting, and financial reporting to funding agencies; ensuring that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; maintain electronic financial reporting materials for government, corporate, and foundation grants.
- Ensures that all grant-related payroll and other expenses are included in monthly grant billings, that grant billings are timely, and that all such billings are collected timely.
- Calculates and maintains indirect overhead rate for federal grants, if applicable.
- Manages organizational cash flow forecasting by working in partnership with department directors; continuously collaborate with directors to assess the financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Oversee analysis and reconciliation of pledge receivable collection and balances with the general ledger.
- Oversee timely and accurate reconciliation of payroll, cash, assets, and liability accounts
- Oversees net asset accounts, unrestricted, board designated and donor-restricted (temporary and permanent) accurately, and in accordance with GAAP.
- Approves all adjusting journal entries and is responsible for the trial balance.
- Ensures APIs are operating effectively and accurately with the accounting/finance software, including Resource Development, other funding platforms, grants, and payroll (ADP) software; regularly analyzes, tests and reconciles finance results with the underlying originating data.

- Oversees payroll function and completes a detailed review of payroll for accuracy and proper accounting and grant coordination at least once per month.
- Oversees the payroll-related 403b withholdings and remittances and calculation of matching contributions by the third-party vendor and ensures proper procedures and controls are in place for accurate and timely accounting of 403b transactions.
- Oversees proper accounting and reporting for 3rd party and segregated entities, ensuring that tax filings are timely, accounting records are reconciled, and that receivables due to the Organization are collected timely.
- Supervises the financial campaign accounting to ensure workflow is both timely and accurate; pledge activity is recorded correctly to donor accounts, that information between accounting and pledge processing databases is reconciled, and designation payouts to agencies are proper and timely. Supervises the administration of the electronic reporting of the donor designations to agencies through the agency portal.
- Works collaboratively with the finance team and oversees the processing and distribution of fund designation payments to agencies (via accounts payable) and ensures the balance reconciles with the general ledger (via Accounting Manager, Campaign).
- Mentor and leverages strengths of the finance team, helping to clarify roles and responsibilities and develop and implement training programs to maximize and reach optimal individual and organizational goals.
- Provides leadership in strengthening internal communications with staff at all levels throughout the Organization; creating and promoting a positive and supportive work environment.
- Attends and participates in organizational, departmental, and committee meetings.
- Primary interface with external auditors, including supervising the preparation, coordination, and conduct of the annual and Single Audits for UWRI, including grant program entities.
- Determines if a Single Audit is required and, if needed, be a primary interface with auditors.
- Interface with and coordinate with finance team member and HR Director for a successful 403b audit, if applicable.
- Ensures successful completion of the Organization's tax filings, including, but not limited to, Form 5500, 990, and property tax filings. This is accomplished by assisting in the preparation of a complete and accurate Form 5500 for the 403b and IRS Form 990s in a timely manner for review by the 3rd party tax preparers who will prepare and file the returns on behalf of UWCNM. In addition, the Finance Director/Controller files appropriate tax returns with the City of Albuquerque, and any other returns required by taxing authorities.
- Ensures the successful completion of the Organization's annual regulatory filing requirements
- Required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- **Insurance:** Assists in assessing insurance needs while working in partnership with HR and COO. Works with brokers to ensure the timeliness of insurance renewal for general liability, workers compensation, and Directors and Officers insurance.
- **Funds Disposition and Budget:** assist in the creation of annual funds disposition and comprehensive operating and capital budgets based on campaign results. Work with senior staff, volunteers, and budget subcommittee. Monitor actual expenditure to budget throughout the year.

- **Audit:** Prepare supporting documentation and work with outside audit firm to complete annual audit.
- **Compliance:** Ensure timely filings of financial and benefit documents to United Way Worldwide, IRS, PBGC, COBRA, NM PRC, NMAG, etc. Keep current with changes in laws and regulations governing non-profit entities and donations and ensure the organization is abiding by them.
- **Campaign Processing:** Participate in the pledge processing cycle, with concentration on the receipt of pledge payments.
- **Monthly Financial Statements:** Prepare the monthly financials statements in accordance with GAAP. Oversee the preparation of monthly reconciliations and participate in the most challenging items.
- **Banking & Cash Flow:** Manage cash flow needs of the organization and manage banking relationships.
- **Investments:** Oversee the accounting for investments in order to maximize return and maintain adequate cash flow according to investment policy. Periodically review investment and policy.
- **Purchasing:** Oversees purchasing and RFP's (when required). Approves accounts payables weekly.
- **Internal Controls:** Maintain and periodically reassess existing internal controls and adjust as needed based on changing business practices and needs. Approves payouts of designations, grant allocations and other expenditures.
- **Internal Reporting:** Supply reports as scheduled or as needed to managers to aid in decision making.

CORE COMPETENCIES:

- Strong technical skills
- Ability to efficiently handle multiple tasks
- Flexibility and ability to work and supervise multiple high-priority projects
- Business acumen with the ability to engage, influence, assess risk, issues, and priorities
- Exceptional interpersonal, written, and verbal skills
- Excellent leadership team building, interpersonal and time management skills, with the ability to supervise and work as part of a team
- Extensive knowledge of nonprofit sector
- Experience working as part of a senior team building effective, collaborative relationships
- Demonstrate active participation in departmental, team, and full-staff meetings
- Ability to exhibit behaviors that reflect and support organizational direction
- Strong contributor traits such as strategic, creative, and progressive thinking
- Well-organized with strong follow-up and follow-through, results-oriented leader and must be a self-starter with little supervision required: a high degree of ethics and integrity, and values that align with the mission of UWCNM
- Experienced in Excel, Word; including imports/exports and strong budgeting experience
- Demonstrate integrity by being accountable for actions, keeping commitments, and speaking honestly and truthfully with others
- Demonstrate an enthusiasm for professional development acquiring new skills and knowledge to enhance role
- Demonstrate a commitment to individual and team-based assignments

- Demonstrate quality assurance by producing accurate and thorough work
- Demonstrate interpersonal skills in dealing with others
- Demonstrate valuing the diversity of others' opinions and experiences
- Demonstrate sound reasoning and good common sense
- Demonstrate the ability to meet and exceed customer expectations

MINIMUM REQUIREMENTS [EDUCATION]:

- Must have at least a Bachelor level degree in accounting or equivalent

MINIMUM REQUIREMENTS [EXPERIENCE]:

- At least 5 years of broad finance experience, preferably in nonprofits or as an auditor of nonprofits
- Grant administration and reporting experience with federal and state awards preferred
- At least eight years of management experience with a proven record of coaching, guiding, and developing employees
- Advanced knowledge of accounting, grants, and reporting software, including APIs

PREFERRED QUALIFICATIONS:

- CPA preferred
- Knowledge and experience in United Way accounting and reporting guidelines
- Track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants

STARTING SALARY: \$80,000.00- \$90,000.00 salary per year, 35 hours per week FTE.

BENEFITS: Full-time employees are eligible for health, dental, life and long-term disability insurance, a retirement plan, flexible spending account and voluntary insurance programs. We offer a tuition reimbursement plan, volunteer time off, and generous leave time. Part-time employees may be eligible for some of these benefits.

EQUIPMENT USED:

- Standard PC Office Equipment
- Telephone, computer, copy machine, printer, scanner, fax machine and related equipment
- Microsoft Office
- Internet Explorer
- Outlook

PHYSICAL REQUIREMENTS/WORKING CONDITIONS/DEXTERITY:

Standard office environment, position is primarily an office setting, requiring long periods of sitting at a desk and computer to accomplish duties and to stand for limited periods of time.

- Regular attendance is required in this position.
- Must be able to operate a personal computer at an acceptable rate of speed
- Must be able to view computer monitors

- Must possess a valid New Mexico driver's license
- May be required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Must be able to perform the essential functions of the job with reasonable accommodation

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

NOTICE: This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

UWCNM supports the Americans with Disabilities Act (ADA). Please tell us if you need accommodation to perform the job's essential functions.

United Way of Central New Mexico is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We welcome applicants with disabilities and applicants from underrepresented racial and ethnic groups.

Interested applicants, or if you have additional questions, should supply a resume and cover letter to applicant@UWNCNM.org by Wednesday, January 18, 2023.

This job description is meant only to be a guideline and may be modified at any time. UWCNM is an At-will Employer. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.