

Disability Network West Michigan

Job Description

POSITION: Finance Director

LEVEL: Full-time, hourly/non-exempt

Summary: Finance Director is to provide accounting/bookkeeping functions, accurately and with integrity, ensuring the overall financial health of Disability Network West Michigan; enabling continued service to our consumers and our community. The Finance Director is a member of the Chief Executive Officer's leadership team. The position is responsible for the coordination of operational and financial direction. The position continually seeks avenues to improve financial and organizational efficiencies so that the mission of the organization can be accomplished. This position reports to the Chief Executive Officer.

OFFICE LOCATION: Muskegon, with experience working in remote capacity preferred.

QUALIFICATIONS:

EDUCATION: Bachelor or master degree in business, accounting or related field; may consider equivalent work experience.

EXPERIENCE: 5 years in managing financial systems and budgets, fund accounting and fiscal grant management.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

Oversee financial duties of the organization to ensure DNWM, as a center for independent living and federally and state funded non-profit organization, is in compliance with DNWM financial procedures and funding source requirements including government grants, fee for service programs and others.

1. Grant Accounting Functions
 - a. Performs grant-related pre & post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, reconciliations, and re-budgeting
 - b. Performs grant closeout functions required by Grants and Contracts Administration and sponsors including reconciliations, financial status reports, final invoices, zeroing out budgets, and final reporting
 - c. Reviews general ledger transactions to ensure accuracy and complete journal entries.
2. General Accounting Functions. Provide all routine general accounting functions including but not limited to:
 - a. Payroll
 - b. Accounts receivable
 - c. Accounts payable
 - d. General ledger
 - e. Board reporting

- f. Budget preparation
 - g. Budget monitoring
 - h. Cost/benefit analysis for new projects
 - i. Bank reconciliation
 - j. Asset & cost allocation
 - k. Depreciation
 - l. Other accounting tasks as necessary
3. Financial monitoring and forecasting
 - a. Analyze and advise on business operations including revenue and expenditure trends.
 - b. Compile and analyze financial information monthly to prepare financial statements to provide continuous monitoring and budget forecasting to leadership team and Board of Directors.
 4. Controls and procedures
 - a. Monitor, assess, and recommend internal controls to minimize risk for fraud and/or abuse and enhance fiscal stewardship.
 - b. Provide accounting records to the independent auditors that are in accordance with Generally Accepted Accounting Principles (GAAP) and Department of Education General Administrative Regulations (EDGAR)
 5. Reports. Create timely financial month-end, quarterly, and annual reports, as directed, to specific funding sources and boards in the timeframes required.
 6. Audit.
 - a. Anticipate audit standards and measurements and train staff in these practices to achieve a clean audit.
 - b. Track grant requirements for audit reporting and assure documents are submitted.
 - c. Implement audit recommendations.
 7. Financial policy.
 - a. Maintain working knowledge of financial policy and monitor for implementation.
 - b. Update policy as needed in collaboration with the CEO.
 - c. Analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations, and offer solutions to business and financial problems.

BASE SKILL SET:

1. Disability is not a requirement, but is considered an asset in the performance of this job.
2. Awareness of independent living issues. Knowledge of IL movement and a demonstrated commitment to the IL philosophy.
3. Detail orientation and exceptional organizational skills.
4. Ability to work well with people.
5. Understanding and commitment of team concept.
6. Demonstrated skills in oral and written communication, with or without reasonable accommodation.
7. Experience with QuickBooks and Microsoft Office software and applications.
8. Strong interpersonal skills and demonstrated professional presence a must both internally in the agency and working with community partners/vendors.

9. Strong verbal and excellent written communication skills necessary including effective listening and observation skills.
10. High level of professionalism, confidentiality and maturity required including exercising sound judgement.
11. Must be highly organized and poses strong skill set to prioritize multiple time sensitive deadlines.
12. Must have well-developed time management skills and be detail oriented.

Disability Network West Michigan

Job Description

POSITION: Communications Manager

LEVEL: Part-Time, hourly, Non-Exempt

I. PURPOSE: To help raise awareness of DNWM through implementation and design of the outreach, marketing, and resource development plans designed to fulfill organizational strategies.

II. COUNTIES SERVED: Primary (Muskegon); Newaygo, Oceana, Mason, Lake

III. ESSENTIAL RESPONSIBILITIES AND DUTIES:

8. Assist with the development, implementation and management of an annual resource development plan.
9. Represent DNWM at Community Collaboration meetings as requested to ensure DNWM representation.
10. Direct and implement the organization's annual giving campaigns.
11. Give presentations to promote DNWM programs to organizations and groups.
12. Work with staff to promote DNWM programs through written literature (i.e., brochures, letters to the editor [local newspapers], stakeholders' newsletters, etc.).
13. Develop and maintain donor database and manage donor relations and stewardship.
14. Provide staff support toward outreach efforts representing DNWM.
15. Identify and develop relationships with media personnel to identify opportunities to promote services, news and events hosted by DNWM.
16. Develop and implement an annual marketing and outreach strategy.
17. Develop and maintain organization's website and social media accounts including content creation and curation.
18. Develop and maintain media calendar of events.
19. Write and publish website, blog and newsletter content.
20. Assist with other external and internal communications duties as needed.

IV. QUALIFICATIONS:

1. EDUCATION:

Bachelor's degree minimum. Four to Five years of nonprofit fund development experience preferred; related experience will be considered.

2. EXPERIENCE:

- a. Public speaking, problem solving and program organizing.
- b. Collaboration and coordination of services with community partners.

- c. Report writing and data tracking and sharing.
- d. Proficient with Office Suite, website content management, e-mail marketing and social media networks.
- e. Disability is not a requirement but is considered an asset in the performance of this job.

V. BASE SKILL SET:

- 1. Experience presenting to small, medium and large groups.
- 2. Experience coordinating multi-organizational activities.
- 3. High energy, can-do attitude, flexibility, team oriented with a high degree of initiative.
- 4. Knowledge of Microsoft Office software.
- 5. Strong verbal and written communication.
- 6. Knowledge of the Independent Living Movement.