

Delaware County Literacy Council

Job Title:	Director of Finance
Employee Classification:	Exempt
Reports to:	Executive Director
Date Job Description	March 2025

Summary

The Director of Finance serves as an integral member of the senior management team. The Director of Finance provides the leadership, management and vision necessary to ensure that Delco Literacy has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The Director of Finance is also responsible for developing, monitoring, and evaluating overall organizational strategy with the Executive Director and other management leaders, with emphasis on bottom line performance, working capital and enhancing student value. Assists the Executive Director in the successful and sustainable growth of the organization. Supports the senior team with key financial information and operational analytics, driving a culture of accountability and adding value to business operations. This position will provide useful financial insights to help make better decisions about formulating and executing strategy. This position interacts with all staff and the Board of Directors.

Essential Functions

While the following is a list of ideal qualifications, Delco Literacy is open to finding a candidate who strongly aligns with most of these as well as our mission, and has a willingness and capacity to grow professionally with us. The current Director of Finance will be available for training of the new candidate throughout the transition process.

Strategic

- Assist the organization in delivering the mission, vision and overall strategic plan and objectives, ensuring realistic timeframes and key performance indicators.
- Secure financial sustainability and optimize the efficient use of resources.
- Collaborate with Director of Human Resources on benefits, policy, and procedural compliance.
- Assist with other work/projects deemed necessary to accomplish the mission of Delco Literacy as directed by the Executive Director.

Organizational Leadership

- Drive initiatives in the leadership team and organizationally that contribute to long-term operational excellence.
- Contribute to short and long-term organizational planning, strategy, and execution as a member of the leadership team.

Financial Management

- Develop and maintain effective systems of financial management, ensuring the financial integrity and security of organizational activities.
- Maintain and develop financial sustainability, achieve growth and optimize the efficient use of resources.
- Coordinate short and long-range financial planning including the agency's annual budgets and the financial component of long-range plans.

- Prepare monthly and quarterly assessments and forecasts of the organization's financial performance against budget, financial and operational goals. Oversee short and long-term financial and managerial reporting.
- Work collaboratively with external auditors to manage and deliver the annual audit and IRS 990.
- Process state charitable registrations annually as necessary.
- Coordinate and/or contribute to external reporting including government and foundation grant reporting.
- Serve as liaison with banking, insurance, investment and other financial service providers.
- Serve as the staff liaison to the Finance Committee of the Board of Directors.
- In collaboration with the Director of Human Resources, coordinate administration, reconciliation, documentation, and communication of the employee retirement savings plan, health insurance premiums.
- In collaboration with the Executive Director, represent the agency in general business negotiations and oversee agency vendor contracts.
- Maintain the organization's archival and administrative files.
- Research, analyze and communicate financial risks and opportunities of various new program initiatives.
- Oversee all financial, project/program and grants accounting, ensuring that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period, collating financial reporting materials for government, corporate and foundation grants.

Accounting

- Establish and monitor effective internal controls to ensure the safeguarding of assets and compliance with applicable laws, accounting principles and contract provisions.
- Management of organizational cash, the tracking of assets, the creation and monitoring of financial performance metrics, fiscal policies and procedures, and the oversight of the procurement, payroll, accounts payable and accounts receivable functions.
- Research and appropriately account for and monitor - restricted donations, in-kind contributions, bequests and capital campaign contributions.
- Perform account reconciliations.

Operations Administration

- Collaborate with Executive Director, Director of Human Resources, and the Board of Directors to lead facilities planning and management in cooperation with Delco Literacy's long-range plans.
- In collaboration with senior staff, lead management of office systems including purchase, lease, and maintenance of office equipment, furniture, inventory, and office supplies.
- Collaborate with senior staff to increase the effectiveness and efficiency of internal office supports through improvements to and coordination between functions.

Preferred Qualifications:

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- Bachelor's degree and at least 5 years' experience in accounting, operation management or related field (CPA certification preferred).

- Experience being responsible for the quality and content of financial data, reporting, audit coordination, and collaborating with human resource management.
- Ability to translate financial concepts to - and to effectively collaborate with - programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- Experience in grants management.
- Comfort with or the capacity to learn and oversee software installations and technology Delco Literacy uses; examples include QuickBooks Online, Bill.com, PrimePoint, Excel, and SharePoint.

Benefits:

At Delco Literacy, your professional contributions are valued, and your personal well-being is prioritized. We believe in supporting our team's well-being through great benefits. As our Director of Finance, you'll enjoy a comprehensive benefits package that includes:

- Generous paid time off, including vacation time, sick leave, paid federal holidays, and one paid week of leave in December
- A flexible hybrid work schedule that provides the perfect balance between collaborative office time and productive remote work
- 100% employer paid health, dental, and short-term disability insurance premiums
- Employer matched retirement plan

It is the policy of DCLC to provide equal employment opportunity without regard to race, color, religious creed, ancestry, union membership, gender, or gender orientation, mental or physical disability, age, national origin, marital status, or sexual or affectional preference, which does not, with or without reasonable accommodation, preclude the performance of essential job functions, unless so doing would result in an undue hardship.