



YORK COUNTY HISTORY CENTER

Position Description

Position: Director of Finance
Department: Finance Department
Status: Full-Time, Salaried, Exempt
Supervisor: President/CEO

Responsibilities:

The Director of Finance is charged with oversight, management and implementation of day to day fiscal operations for the York County History Center as well as the administrative role for human resources. Additionally, this position is responsible for developing relationships with vendors, volunteers, specifically board members, and staff. The director works closely with the President/CEO, Finance and Investment Committees and department heads to create budgets and manage the fiscal health of the organization. Serving as a partner in setting strategic direction, through to implementation is a key role.

Primary Duties:

- In collaboration with the Finance Committee, and President/CEO oversee the financial direction of the History Center including budget development, finance administration and investment activity.
- Confirm and document financial processes for training and audit purposes.
- Utilize and manage financial software to source all reports and analysis
- Develop a means to empower department directors to manage budgets and communicate financial needs or issues.
- Recommend organizational guidance and direction related to current financial conditions.
- Ensure core Human Resources activities such as timekeeping, payroll, benefits and related activities are conducted in accordance with the law.

Responsibilities include: **Finance**

- Serves as staff liaison to Finance committee. Works with Treasurer to develop committee agendas, reports, financial policies, procedures and controls
 - Reports to board in absence of Treasurer and Assistant Treasurer.
 - Ensures all transactions are timely
 - In concert with the Finance Committee, President/CEO, and department heads, draft yearly operating budget.
 - Confirms annual budgets are reviewed and approved by Finance Executive and the Board of Directors.
 - Analyze financial results, provide forecasts and identify areas of concern

- Maintain History Center's financial records including the general ledger, cash projection schedules, grant reports, endowment rolling average and draw as well as coordinate the annual audit.
 - Record or supervise all accounts payable and cash receipt functions as well as cash management of all accounts.
 - Ensure financial results are reported to departments including membership, granting institutions and others as required.
 - Monitor and record investment activity for the History Center
 - Reconcile monthly contributions with Advancement for accuracy and proper allocation.
 - Work with auditor to supply all necessary resources and support material for annual audit and IRS990 completion

Human Resources

- In conjunction with the Human Resources Committee, establish and maintain personnel policies.
- Fully utilize and manage personnel records in Paytime software including accrued employee leave and administer employee benefits.
- Process payroll, review tax returns and reporting to employees.
- Source, negotiate and contract all employee benefit contracts (health, dental & life insurance, retirement, workers' compensation, unemployment, flexible spending).
- Support professional development initiatives for team members

General Administration

- Source, negotiate and contract all insurance coverage for the History Center (D & O, general liability, umbrella, vehicle, artifact & collection).
- Provide financial coaching and education to senior leadership when needed.

Qualifications:

- B.S. in Accounting or similar degree.
- A minimum of 3-5 years' experience in financial management and human resource administration are needed to perform the position.
- Extensive experience using MIP Abila or similar software
- Candidates must have excellent communication skills and team relations.
- Experience in nonprofits is highly desired.
- Must possess a valid driver's license, pass a background check and be physically capable to lift over 30 pounds.