



Fighting Hunger. **Feeding Hope.**

## **INTRODUCTION**

### **Director of Finance**

**Montgomery County Food Bank is seeking a full-time Director of Finance to manage, oversee, and perform duties related to the Financial and Accounting aspects of Montgomery County Food Bank. This director will serve on the leadership team representing the finance function to develop and execute strategy and provide sound financial support and insights to enable the Leadership Team to make critical business decisions. The candidate must be energetic, a team player, present excellent customer service & communication, have strong analytical skills and perform in a fast-paced environment. Interested candidates can send their resume along with a letter of interest to Administrative Manager, Cobie Chavers, [cchavers@mcfoodbank.org](mailto:cchavers@mcfoodbank.org)**



## Director of Finance Job Description

**POSITION:** Director of Finance  
**DEPARTMENT:** Finance / Accounting  
**REPORTS TO:** Chief Executive Officer  
**HOURS:** 8:00 am – 5:00 pm Monday-Friday (after hours and weekends as needed)

**Salary Range: \$75,000 - \$85,000**

### POSITION SUMMARY

Manage, oversee, and perform duties related to the Financial and Accounting aspects of Montgomery County Food Bank. Serve on Food Bank leadership team (CEO and direct reports) representing the finance function to develop and execute strategy and provide sound financial support and insights to enable the Leadership Team to make critical business decisions. . Maintain and provide financial and operational data and information about all company activities that will assist Management, the Board of Directors, and other users in making educated economic decisions about the organization's future. Accountable for leading and managing the organization's financial and accounting policies, systems and processes, tax and regulatory requirements, as well as producing and maintaining the annual budget.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage and facilitate activities of Corporate Accounting ensuring the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements, and annual audits and budgets and regularly communicating same with the Chief Executive Officer.

- Analyze, prepare, and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial project/program and financial grant reporting.
- Manage and facilitate activities for general account practices including journal entry, general ledger account reconciliation, bank account reconciliation, organizational cash flow and forecasting and creating and maintain organization budget.
- Manage and facilitate activities of the Disbursement ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, core employee expense reports, cash control, core payroll processing and total corporate payroll tax compliance.
- Manage and facilitate activities of the Accounts Receivable to ensure the accurate and timely management of all Accounts Receivable aging components including billings, cash receipts application, etc.; funding service management which includes weekly funding reports and customer service; quarter and year-end payroll closing including federal and state reports; and check statistic management.
- Manage and facilitate activities of credit card payable account reconciliation and credit card revenue account reconciliation.
- Coordinate and lead the annual audit process, liaison with external auditors and the finance committee of the Board of Directors; assess any changes necessary.

- Ensure corporate tax compliance to assure the accurate and timely completion of all corporate income tax returns, taking full advantage of all favorable tax codes.
- Establish and maintain systems and controls which verify the integrity of all systems, processes and data, and enhance the Company's value.
- Participate in a variety of special projects and compile special reports.
- Respond to Chief Executive Officer as assigned with accurate and timely work to facilitate his/her financial needs.
- Communicate with co-workers, management, Board of Directors, and others in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Management/Supervision of accounting staff and oversee inventory reporting.
- Create and update Finance Department Policy and Procedure Guidelines as needed.
- Manage, prepare, (if necessary), and facilitate all required Tax Filings in a timely and accurate manner.
- Maintain a positive working relationship with the external agencies for collaboration of programming and reporting.
- Process (and / or supervise), bi-weekly payroll direct deposit, as well as prepare and file any payroll tax reports, and year-end W2/ W3 preparation.
- Ensure compliance with, and hold accounting staff accountable, for all MCFB personnel policies and procedures.
- Work productively and collaboratively with the MCFB leadership team.
- Assist in and report MCFB Disaster Recovery Efforts
- Other duties as assigned by the CEO.

#### **KNOWLEDGE AND SKILLS REQUIRED**

- Strong general ledger, accounts payable, accounts receivable, payroll, income tax and banking working knowledge.
- Excellent proficiency in presenting financial data to staff and financial committees.
- Excellent computer skills – Office 365
- Excellent proficiency in Excel, formula, data, pivot tables and review functions.
- Attention to detail. Strong managerial abilities.
- Excellent management and organizational skills.
- Able to coordinate with other departments and personnel.
- Demonstrated leadership and problem-solving abilities.
- Knowledge of inventory systems and ability to analyze inventory statistics.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

#### **COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS**

- Microsoft Office Suite.  
Donor and Inventory software programs.

#### **EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's degree in Accounting or Finance.
- 7-10 years of proactive accounting managerial experience.
- 6 plus years of broad financial and operations management preferred.
- Experience in data collection and analysis.
- Nonprofit accounting and reporting experience preferred.

- Experience/knowledge of food industry preferred.
- CPA certification preferred.

## **TRAVEL REQUIREMENTS**

Travel: up to 15%

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Full-time position
- Duties are performed indoors, in an office environment and on occasion, may work in warehouse or at outdoor events.
- Interaction is required with other personnel, clients and other external parties.

### **Physical Demands:**

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

- Most functions are performed while seating at a desk or standing up
- Individual shall require to stand for longer periods
- On a regular day individual might be required to lift up to 30 lbs. of weight (i.e. document files, copy paper, etc.)

### **DISCLAIMER:**

Montgomery County Food Bank is an Equal Opportunity Employer and employment “at will” organization. This job description does not imply or constitute an offer of employment.