



Position Description

Director of Finance & Administration

Position Summary: Meals on Wheels of Tampa is searching for a Director of Finance & Admin to direct all financial aspects of organization, human resources and organizational administration. This position has the benefit of working with all constituencies within our organization; donors, recipients, and volunteers, and therefore, a mission focused individual is vital for this position. **Please contact Steve King directly at s.king@mowtampa.org to submit resume or inquire further about this position.**

Reports to: Executive Director

Supervisory Responsibility: Program Accountant and Office Manager/Receptionist.

Qualifications: 4 year degree in Accounting/Finance
CPA not required, but preferred
4-6 years related experience
Mission driven
Demonstrated leadership
Excellent verbal and written communication skills
Detail oriented and business minded

Duties and Responsibilities:

Financial Management:

- Responsible for all financial reporting. Work with external accounting professionals as needed.
- Responsible for coordination and reconciliation of financial accounts to other software systems used to track accounts receivable (Care EVantage) and pledges receivable (E Tapestry)
- Coordinate and facilitate the annual audit process and communicate all aspects to the Executive Director and Audit and Finance Committee
- Timely preparation and submission of semi-monthly payroll to outside payroll company
- Lead annual budget process
- Evaluate contracts for financial implications
- Supervise staff responsible for day to day financial activities

- Manage operational cash flow and forecasting and other financial and program analytics as requested by the ED and Board of Directors
- Strategic planning and analysis of future program possibilities that increase MOW presence in the community
- Responsible for all banking and investment account relationships
- Participate as a member of the Finance and Facilities Board Committee

Human Resources:

- Work with Executive Director to assess personnel needs. Assist in recruiting, selecting and hiring efforts
- Maintain all staff records
- Provide assistance to staff on any issues related to compensation and benefits
- Work with Executive Director on compensation and benefits
- Manage employee payroll and benefits
- Supervise office staff as directed.

Administration:

- Provide assistance and oversight to staff who are charged with maintaining operational systems, processes and policies that support the organizational mission

Additional Duties:

- Be knowledgeable of other administrative positions to assist as needed.
- Be a positive team member for MOW and actively participate in all MOW functions.
- Other duties as required by Executive Director