



## Northern Maine Development Commission

### Job Description

**Job Title:** Finance Director  
**Department:** Administration  
**Reports to:** Executive Director  
**FLSA Status:** Exempt, salaried  
**Date Adopted:** March 10, 2011

#### Summary:

This position is responsible for managing all financial tasks for NMDC.

#### I. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **A. Account Management (40%):**
  - Maintains the general journal and all subsidiary ledgers, document and maintain complete and accurate supporting information for all financial transactions;
  - Reviews daily account entries;
  - Performs bank reconciliations;
  - Performs invoice and voucher entries. Supervises payroll functions;
  - Evaluates and makes recommendations regarding banking services;
  - Provides accurate accounting records;
  - Establishes system controls for new financial systems & develops procedures to improve existing systems;
  - Directs the installation and maintenance of new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls;
  - Provides accounting services to outside agencies that NMDC contracts with or has a memorandum of agreement with;
  - Manages the cash flow.
- **B. Develops & Coordinates Annual Planning and Budgeting Process (10%):**
  - Prepares departmental budget;
  - Establish guidelines for budget and assist divisions with individual project budgets;
  - Assists staff with preparation of budgets for funding applications;
  - Provides analysis on feasibility of budgets;
  - Prepares forecasting of expected income reports for the Executive Board.
- **C. Financial Reporting (30%):**
  - Develops and maintains timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP);
  - Develops, implements and ensures compliance with internal financial and accounting policies and procedures;
  - Liaise with Finance/Audit Committee when appropriate;
  - Maintains financial records for each project;
  - Provides accurate and timely reporting on the financial activity of individual projects;

- Performs financial analysis and reporting i.e. cash flow statements and trend analysis;
  - Reviews financial statements with management personnel.
- **D. Audit (10%):**
    - Prepares all supporting information for the annual audit and liaise with the auditors;
    - Directs internal audits involving review of accounting & administrative controls;
    - Directs & coordinates the external audit processes and relationships with funding sources and audit firm;
- **E. Miscellaneous Duties (10%):**
    - Supervises Accountant;
    - Attends meetings/functions on behalf of the Northern Maine Development Commission;
    - Oversees the management of leases, contracts and other financial commitments.

## II. KNOWLEDGE & SKILLS REQUIRED

### 1. **Education:**

Bachelor's degree in Accounting/Business Management required, master's degree preferred.

### 2. **Experience:**

3 to 5 years of non-profit accounting preferred.

### 3. **Communications Skills:**

Ability to read, analyze and interpret complex documents, professional journals, technical procedures, or government regulations. Ability to write reports, correspondence and procedures manuals. Ability to effectively present information and respond to questions from groups of directors, managers and/or customers.

### 4. **Specialized Skills:**

Ability to perform intermediate mathematics such as computing interest, proportions and percentages. Able to draw and interpret graphs. Proficiency in advanced accounting principles. Routinely prepares correspondence, spreadsheets and /or reports using standard office software applications, following policies and procedures.

Proficiency in MS Office Suite (Word, Excel, Access, PowerPoint) and company specific accounting software. Ability to use enhanced technologies i.e. World Wide Web, e-mail, video conferencing and teleconferencing.

### 5. **Certifications, Licenses, Registrations:**

Valid driver's license.

## III. RESPONSIBILITY & COMPLEXITY

### 1. **Guidelines & Judgment:**

Guidelines are available (GAAP, FASB, funding sources, federal and state governments and company policies), but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as policies, regulations, written precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes to guidelines.

2. **Complexity of Duties:**

Wide variety of duties requiring general knowledge of organizational policies and procedures and their application to situations not previously handled. Position requires independent action and exercise of judgment in absence of the Executive Director.

3. **Reasoning Ability:**

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

4. **Decision Making and Work Impact:**

Decisions are made within the framework of highly complex and analytical procedures, policies and practices. Decisions require innovation and creativity. Inappropriate decisions, recommendations or errors would affect attainment of objectives for the organization and would normally affect long-term goals and public image or have a detrimental impact on profit or loss or on the integrity of the work location or company.

5. **Contact with Others:**

Requires regular internal and/or external contact such as those required in discussing and coordinating organization procedures and various work location transactions. Requires some external contacts requiring tact and discretion to obtain cooperation and understanding on routine matters.

6. **Confidentiality:**

Regularly works with confidential data or information such as corporate records, employee or payroll records, sexual harassment or other discrimination investigation records, or other sensitive information, which, if disclosed, might have adverse internal or external effects.

7. **Financial Accountability:**

Significantly contributes to budgetary decisions and preparation, but does not have final authority. Authorizes or recommends expenditures within an approved budget. Actions may have a direct contribution on income generation.

**IV. SUPERVISION AND LEADERSHIP:**

1. **Type of Supervision:**

Direct supervision of a work location with responsibility for execution of recommendations regarding quantity and quality of work, methods, maintenance of discipline, interpretation and enforcement of federal, state and local laws, rules and regulations, hiring and separations, etc. Complete responsibility for planning, coordinating and directing the activities of subordinates.

2. **Scope of Supervision:** Supervises Accountant.

**V. PHYSICAL EFFORT AND WORKING CONDITIONS:**

1. **Physical Effort:** Sedentary work.

2. **Working Conditions:** Typical office environment