**Child Care Solutions Position Description**

**Title: Finance Director**
**Team: Administrative Status: Exempt Updated: October 2026**

## Reporting relationships:

Reports to: Executive Director
Supervisors: Finance Specialist, Finance Specialist 1, Accounting Administrator, System Administrator

## Summary Description:

The Finance Director is responsible for all aspects of Child Care Solutions' fiscal operation and payroll and benefits administration.

## Essential Functions:

1. Oversee all aspects of the agency's fiscal operation and payroll and benefits administration in compliance with agency Finance Policies & Procedures and GAAP.
2. Prepares, reviews, and submits payroll for processing, ensuring accuracy and timely payment.
3. Supervises Finance Specialist, Finance Specialist 1, Accounting Administrator, System Administrator and monitors and evaluates performance of her/his duties.
4. Prepares and monitors agency budget in conjunction with the Executive Director and Finance Committee.
5. Prepares monthly financial reports and analysis for review and approval by the Finance Committee and Board of Directors.
6. Prepares reports and schedules for annual agency independent financial audit and provides assistance, as requested, in any program audit or review.
7. Prepares functionalized income and expense reports for program managers to guide monitoring, budget compliance and planning.
8. Works with Executive Director and Finance Committee to develop and implement agency Finance Policies & Procedures that meet GAAP standards. Oversees development and implementation of written accounting procedures.
9. Develops and implements a written chart of accounts.
10. Maintains agency accounting information system and ensures software updates are implemented as needed.
11. Prepares and posts required journal entries on a monthly basis and reviews reconciled balance sheet accounts monthly.
12. Reviews aged accounts receivable and brings overdue accounts to the attention of the Executive Director for further action.
13. Supervises coding of incoming accounts payable invoices.
14. Prepares grant budgets, develops and documents allocation methodologies, and prepares financial reports as required by funders.
15. Arranges for cash transfers to fund cash flow or for investment purposes.

16. Assists in preparing required tax forms including W-2's, 1099's and NYS sales tax reports.
17. Reconciles agency bank accounts.
18. Provides financial analysis to inform decisions related to equipment purchases, benefits contracts and leases.
19. Monitors agency liability insurance, Workers Comp and Unemployment insurances policies, premiums and coverage.
20. Prepares documentation and monitors 3rd Party Sick pay and COBRA payments.
21. Oversee the financial operations of the 1101 Erie Blvd, East LLC, including management of all related revenue and expenses, monitoring the LLC's bank account, and collection of rent payments.
22. Participate in agency Management Team and attend all Finance Committee and Board meetings.
23. Performs these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time.

**Qualifications:**

***Education:*** Minimum Bachelors' Degree in Accounting or Business

***Experience:*** At least 3 years' accounting and budgeting experience and 1-year supervisory experience

***Competencies:*** Requires proficiency in accounting information systems, Excel and MS Office, mastery of accounting practices and procedures, experience in budget development, effective oral and written communication skills, ability to plan, prioritize and work independently, attention to detail, analytical ability, supervisory knowledge and skill, strong customer service skills, and ability to work with people from a wide range of economic, ethnic and cultural backgrounds

***Level of responsibility:*** Works with little supervision, exercises high degree of discretion and independent judgment

**Working Conditions:**

***Schedule:*** Primarily days, but work may at times require additional hours

***Work Environment:*** Agency's Syracuse office

***Travel:*** Some local travel, occasional regional travel for trainings and meetings

***Customer Responsibilities and Contacts*:** Extensive interactions with agency staff and frequent contact with Board members and providers; frequent contact with vendors and contractors

**Physical Requirements:**

- Manual dexterity sufficient for frequent use of telephone, keyboard, calculator and other office equipment
- Ability to receive and convey detailed information
- Ability to sit at a desk for 6 - 7 hours per day

- Light work: Occasional lifting of up to 20 pounds of equipment or material

**Salary Grade: 9**

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____