

CCAR INDUSTRIES

JOB DESCRIPTION

JOB TITLE: Director of Finance

DEPARTMENT: Administrative Services (Business Office)

FLSA STATUS: Exempt

GENERAL SUMMARY:

This position's primary function is the supervision of and responsibility for the documentation of the agency's financial records. The Accountant, Accounting Clerk, Payroll/Accounting Clerk, and ILP Bookkeeper report directly to the Director of Finance.

DUTIES & RESPONSIBILITIES:

1. Maintain the total agency's chart of accounts based on the parameters set forth by the Department of Human Services and IRS Form 990 guidelines.
2. Supervise and coordinate automated accounting system.
3. Supervise all functions of the business office staff.
4. Maintain a Procedures and Policy Manual for an effective system of internal accounting control.
5. Prepare all reports to meet Department of Human Services, ORS, and DCFS financial reporting requirements.
6. Assist Executive Director in planning and preparing the annual agency budget/plan.
7. Prepare financial statements on a monthly basis and present to the Finance Committee/Board of Directors.
8. Supervise and/or prepare all required sales tax, state and federal payroll tax, and state unemployment tax forms as required.
9. Prepare workpapers for auditing accountants and work with auditors to substantiate all financial data.
10. Assist Executive Director in the administration of the agency Workers' Compensation Insurance, Unemployment Programs, Group health/life/disability Insurance and Retirement Plan.

11. Closely check payroll each pay period before paychecks are printed.
12. Closely monitor cash, accounts payable, accounts receivable, and billing status.
13. Coordinate and monitor Independent Living Program cash management activities.
14. Serves on the Administration Safety Committee by attending scheduled meetings and conducting building safety checks as assigned.
15. Perform other related duties as assigned or required.
16. Continue to upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of the position.

WORK BEHAVIOR RESPONSIBILITIES:

1. Presents a positive image of CCAR Industries at all times.
2. Demonstrates teamwork philosophy by working cooperatively with others within and outside of the department.
3. Communicates in a clear and concise manner, while also demonstrating receptivity through active listening.
4. Continuously seeks opportunities for improvement and suggests ways in which procedures/systems may be modified to accomplish tasks/goals efficiently and effectively.
5. Identifies and performs work which has not been specifically assigned, as needed.
6. Keep a current Illinois Driver's License and have the ability to safely operate agency vehicles.

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Ability to sit for extended periods of time.
2. Capable of walking considerable distances when necessary.
3. Ability to pick up objects with fingers, regularly.
4. Ability to use hands and arms to reach for objects.
5. Ability to bend forward by bending at the waist, legs or spine.
6. Ability to communicate ideas by the spoken word.
7. Ability to comprehend the language or the nature of sounds in the air.

ESSENTIAL MENTAL REQUIREMENTS:

1. Ability to learn and comprehend basic instructions to the job.
2. Ability to coordinate eyes, hands, and fingers rapidly and accurately.

3. Ability to coordinate eyes, hands, and feet in response to visual stimuli.
4. Ability to understand the meanings of words and respond effectively.
5. Ability to perform basic arithmetic accurately and quickly.

WORKPLACE ENVIRONMENTAL CONDITIONS:

Works in a normal office setting.

IMMEDIATE SUPERVISOR: Executive Director

SUBORDINATES: Accountant, Accounting Clerk, Payroll/Accounting Clerk, and
ILP Bookkeeper

QUALIFICATIONS:

Bachelor of Science in business field; plus accounting experience.

Receive a clearance on the Illinois Health Care Workers Background Check and the
CANTS Criminal Background Check.

EMPLOYEE ACKNOWLEDGEMENT:

I have read and/or received a copy of my job description and understand the principle duties
and responsibilities, physical requirements and working conditions of the job.

Employee Signature

Date

Reviewed: 08-26-2011