COMMUNITIES IN SCHOOLS OF KALAMAZOO
POSITION DESCRIPTION

Position Title: Director of Finance & Administrative Services

Reports To: EXECUTIVE DIRECTOR

Pay Grade:
Exempt Position: Yes
FinanceCoordinator

Supervisory: Office Coordinator

Human Resources Coordinator
Functional guidance for all employees re: payroll, routine HR/benefits issues, facilities, IT, budgets and financial reporting

POSITION SUMMARY:
Oversees diverse financial and administrative functions for Communities In Schools of Kalamazoo. Oversight and provision of all financial services for CIS including budgets, monthly monitoring and reporting, analysis, payroll, benefits, accounts receivable, accounts payable, Assists the Executive Director in supporting the Finance Committee of the Board, including monthly preparation and review of financials, budget development and monitoring.Manages the development, analysis and reporting of all budgets, including federal, state and local grants.Through direct reports is accountable for human resources, benefits administration, payroll, facilities management, office management, administrative support services, board support, business policies and practices, accounts payable/receivable, purchasing, equipment, inventory and IT (helpdesk and liaison with professional services contractor).Assures all administrative support functions for all program areas. Serves as a member of the Management Team and coordinates budget and finance and administrative services with all other Director positions. Assures support to the CIS Executive Director and assures the effective functioning of the CIS Board and its committees.

WORKING CONDITIONS:
Typical office working conditions. Normal working conditions where there is no physical discomfort due to temperature, dust, noise and the like. Some lifting required for obtaining, transporting and storing office supplies and equipment, 15 pounds. The ability to perform word-processing, data input, compiling reports, generating correspondence and the operation of other office equipment required. Requires driving between locations—school settings, agency settings, businesses; Michigan driver's license and the availability of a vehicle required with the capacity to obtain automobile insurance and adequate coverage. Must be able to access all parts of the building and school sites and able to assess and trouble-shoot problems through observation, manipulation of equipment and description of observations to others via telephone. Must complete requirements for a criminal background check.

DUTIES AND RESPONSIBILITIES:

- With the support and assistance of the Executive Director, develops the annual budget, including a thorough analysis of
  all previous expenditures and revenues, effective input from all other organizational units, development and utilization of comprehensive budget principles and guidance and direction from Board Committees.

- Assures all necessary administrative support functions to effectively support the organization, including the CIS Board and its Committees, as well as staff, including technology, document production, storage and distribution, supplies, facilities,scheduling, reception, communication, etc.

- Supervises and ensures the financial functions of the organization including payroll, accounts payable, accounts receivable, monthly financial reporting to the Finance Committee and Board, preparation of budget documents and preparation for the annual audit.

- Ensures the accurate and effective monitoring of the budget, including providing regular financial reports to the Executive Director and other Directors for appropriate program budgeting responsibilities. Assists the Executive Director with budgeting and financial reporting for all grants. Prepares and submits routine financial grants reports to appropriate funding sources.

- Ensures the development and maintenance of effective systems for all Human Resources functions, including recruitment, selection, screening, maintenance of personnel files, administration of benefits, new hire orientation, and compliance with all federal and state regulations pertaining to employment.

- Assures the effective management of all office operations and assures an office environment that is safe, friendly, well-organized and efficient. Assures that the office represents the Executive Director, other staff and the organization in a positive manner with all constituencies. Assures the development and consistent utilization of systems to effectively and efficiently receive and distribute information.

- Oversees the establishment and maintenance of effective information storage and retrieval systems for the organization for both paper and computerized files. Assures development and compliance with appropriate document retention and disposal policies and procedures. Assures the maintenance and storage of confidential information in accordance with confidentiality requirements and ethical practices.

- Oversees the scholarships & grants process for endowed funds,, including distribution of applications, communication with the Kalamazoo Community Foundation and funds' donors, reporting, coordination of grant review committees, and submission for approval to the Scholarship/Grantmaking Committee. Coordinates with appropriate staff on the McCaslin and KAAAP scholarships. Coordinates with appropriate staff to promote scholarships & grants.

- Demonstrates exceptional organizational abilities including prioritizing among multiple tasks, maintaining an effective work-flow across a week, month or other period. Able to function independently in a setting where other staff are in and out and not always immediately available.

- Ability to work a flexible schedule when needed, including periodic coverage of early morning, lunch-time or evening meetings and events.

- Maintains an effective information technology system for the organization including assuring the provision of routine help desk functions, routine system/server back-up and storage, effective utilization of the professional consultation and maintenance systems with outside vendors. Oversees and supports the organization's effective utilization of a variety of

software applications, including but not limited to Microsoft Office (Word, Excel, Publisher, Access, Power Point, Outlook, Quick Books).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree with previous experience in accounting and office management with prior experience in a not-for-profit setting preferably in a services venue.

- Requires experience with Microsoft Windows or similar operating system, including use of Microsoft Office Suite and Quick Books or similar financial software. Knowledge and experience with data bases, website software highly desirable.

- Sound math skills and experience with office-based computation functions for purchasing, expense reporting, receivables and payables. Experience with data bases and with the ability to produce tracking reports in an understandable manner---graphs, charts, etc.

- Excellent communication skills required, including oral, written, and interpersonal skills to interact with leadership, public, co-workers, volunteers, clients, and others. Ability to independently develop routine reports and correspondence.

- Mature judgment, integrity and reliability and the ability to manage shifting demands and priorities in a calm, effective manner. Ability to take initiative to complete tasks independently and/or to seek direction or clarification when needed.

- Ability to read, comprehend and transmit written or verbal detailed and complex instructions in order to plan and perform job responsibilities according to deadlines and other requirements.

- Ability to manage, supervise and motivate other employees. Previous supervisory experienced desired.

- Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.

- Exceptional ability to interact effectively with a variety of CIS stakeholders including students, families, providers, Board members, businesses, donors, etc. Strong customer service orientation and the ability to form trusting, productive relationships with a wide range of constituents.

- Exhibits a commitment to the values expressed in CIS mission and vision and creates and maintains a positive CIS image. Demonstrates the ability to interact in a positive and helpful manner with all customers both internally and externally. Reflects commitment to building a supportive work environment and maintains a positive attitude at the work place and toward his/her job. Demonstrates strong teamwork knowledge and behavior

To Apply: Submit a letter of interest and current resume to:

Communities In Schools of Kalamazoo
125 West Exchange Place
Kalamazoo, MI 49007
dkievit@ciskalamazoo.org