

Job Title: Director of Accounting & Finance
Department: Administration
Type of position: Full-time, Exempt, On-Site
Supervisor: Scott Walker, President/CEO
Salary Range: \$95,000 - \$100,000 per year

About LifeWise StL:

Rooted in our foundation as Kingdom House since 1902, our mission is to help individuals and families achieve economic well-being by providing high-impact, relationship-based programming and by addressing systemic barriers to their success.

Job Summary:

This is a full-time, professional position, serving as a business advisor to the CEO, Finance Committee, and Board of Directors on matters that affect the strategic management of the agency's assets.

Qualifications:

- Bachelor's degree in accounting or business required, (C.P.A., M.B.A., or M.S. in Finance a plus).
- Minimum of 2 years progressive experience in accounting or finance.
- Proficient in non-profit accounting and financial forecasting.
- Excellent computer skills including knowledge of cost center-oriented computer financial systems and preparation of complex spreadsheets.
- Knowledge of Quickbooks Enterprise Non-Profit software.
- Supervisory experience.
- Good interpersonal skills.
- Flexibility.

Essential Functions and Responsibilities:

- Prepares accurate and complete financial statements for the Finance and Administration Committee and the Board of Directors in accordance with timelines set by the Finance and Administration Committee. Analyzes statements and advises the CEO and the Finance Committee regarding business operations, trends, revenues, costs and obligations.
- Assists Finance and Administration Committee in monitoring cash flow.
- Manages accounts payable and receivable, purchasing and resource management. Oversees payroll and tax functions. Assures conformance with procedural and financial reporting standards.

- Consults with CEO and appropriate staff for budgets related to grants, contracts, and other special projects. Assists staff in monitoring compliance with grants, contracts, and other special projects.
- Coordinates with Development Department in monitoring contributions, and coordinates with accounting functions at special events for fundraising.
- In consultation with the CEO and program area directors, oversees the annual operational budget process, preparing budget for the agency with departmental and program break-outs, preparing projections consistent with the cyclical nature of the agency's business; prepares a cost allocation structure.
- Prepares the agency's capital budget. Coordinates purchasing of capital items. Oversees a risk management program. Maintains an internal control environment.
- Assists auditors with annual audit, IRS Forms 990 and 5500.
- Manages all tax credit programs.
- Supervises finance associate.

Other Job Duties:

- Assists the CEO and program directors in evaluating new business opportunities by providing comprehensive analysis of the financial impact of each opportunity. This may include expansion of existing services, creation of new services and/or mergers and acquisitions.
- Assists the agency in creating efficiencies in existing departments in an effort to improve quality and decrease cost.
- Monitors employee benefit programs.
- Assists other staff as needed.

How to Apply:

Please send your resume and a cover letter to jobs@lifewisestl.org, with "Director of Accounting & Finance" in the subject line.

LifeWise StL is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Disclaimer

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties may differ from those outlined in this job description, and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an "at will" basis and may be terminated at any time for any reason or no reason.

