



Director of Finance and Administration Job Description

SUMMARY: Tempe Community Action Agency welcomes the addition of a new Director of Finance and Administration position responsible for the financial and administrative operations of the agency, ensuring sound financial practices and systems to promote the agency's continued growth and success. This role will oversee TCAA's financial reporting, budgeting, forecasting, financial analysis, and compliance requirements, while leading a team of accounting and contract administrators. The position reports to and works closely with the Chief Executive Officer, provides financial reports and analysis to the Board of Directors, and serves as a member of the senior leadership team. This is a new role for TCAA, to support the evolution of our operations model in response to current and anticipated growth and a changing operations landscape.

MAJOR FUNCTIONS:

Financial Management

- Develop and implement financial strategies that support TCAA's mission and goals.
- Manage and oversee all financial operations, including accounting, budgeting, forecasting, and financial analysis.
- Ensure the accuracy and completeness of financial records and systems, including the general ledger, accounts payable and receivable subledgers, payroll, and other financial systems.
- Prepare and present financial reports to the Chief Executive Officer, Board of Directors, and senior leaders, providing analysis and recommendations as needed.
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, annual audits, and other reporting requirements.
- Manage relationships with external partners, including banks, auditors, and other financial service providers.
- Oversee all invoicing, cash receipts and cash disbursements including maintenance of accounting processes and recording and resolve all outstanding A/R and A/P issues.
- Conduct cash-flow planning and ensure availability of funds.
- Maintain and improve on administrative and financial policies and procedures.
- Maintain QuickBooks accounting system.
- Prepare monthly financial statements in conformity with GAAP and the Code of Federal Regulations (CFR) etc.
- Prepare and review all financial plans and budgets, monitor progress and changes, and keep senior leadership abreast of the organization's financial status.
- Collaborate with the human resources staff to develop and submit all payroll reports as required, ensuring proper coding of time by staff.
- Ensure day-to-day compliance with established internal controls for all financial processing, including but not limited to A/R, A/P and bank account reconciliations.
- Develop and maintain financial forecasting models that support long-term financial planning and decision-making of the organization.
- Develop the Indirect Cost Rate Agreement with the relevant Federal Agency



- Coordinate and lead the annual audit and tax return (Form 990 and 1099s, and any other applicable state or information returns) preparation processes.

Administrative Business Functions

- Manage administrative business functions including insurance, legal compliance, risk management, and outsourced IT Service Provider
- Oversee contract administration, compliance, and the financial aspects of grants and contracts (including vendors and MOUs) through supervision of the Quality and Compliance Administrator.
- Manage procurement and acquisition of capital goods for all organization equipment including vehicles, computers etc.

Strategic Planning and Leadership

- Work closely with the Chief Executive Officer and senior leaders to develop and implement strategic plans and goals that support the organization's mission and vision.
- Provide support to the finance team and senior leaders in fostering a culture of continuous improvement and professional development.
- Collaborate with other senior leaders to develop and implement strategies that support the organization's mission and goals.
- Supervise finance team including accounting and contract administrative positions.

Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and/or carry small parcels, packages and other items with a minimum weight of 25lbs and move short distances.

Qualification Requirements

- Bachelor's degree in Accounting, Finance, or related field; MBA or CPA preferred
- At least 7 years of progressively responsible experience in financial management, with at least 5 years in a nonprofit organization
- Strong knowledge of accounting systems (QuickBooks for Non-Profit strongly preferred)
- Strong knowledge of Excel and other Microsoft Office applications
- Proven history of successful financial management, including experience developing and implementing financial strategies, managing budgets, and overseeing financial reporting and compliance.
- Strong leadership and management skills, with experience building and leading high-performing teams.
- Excellent analytical, problem-solving, and decision-making skills
- Strong communication and interpersonal skills, with the ability to communicate financial information to non-financial stakeholders.
- Passion for the mission and work of the organization
- Passionate interest in mentoring others and working as a team.

PREFERRED REQUIREMENTS

- Demonstrated experience working with diverse populations in poverty.



- The ideal candidate for the position should have prior experience working with the AHCCCS Payment Management System and be familiar with public sector invoice and reporting systems.

All staff requirement:

- Must have or able to obtain a State of Arizona Department of Public Safety Level One Fingerprint Clearance Card upon hiring.
- Dependable transportation, valid driver's license, and automobile insurance coverage

Status: Full-time exempt. This is a hybrid role with 50% of time spent in office.

Compensation: \$80,000 to \$100,000 depending on experience

Benefits: At TCAA, we believe that our employees are our greatest asset. To show our commitment to their well-being and professional growth, we offer a comprehensive benefits package designed to support and enhance work-life balance. Our key benefits and perks for most positions include, but aren't limited to:

- 14 paid holidays annually
- Accrued vacation and sick time that increases with tenure
- Employee Assistance Program
- Simple IRA with company match
- Annual merit-based Increases after 9 months of employment
- Flexible work schedules and hybrid options for certain positions
- Paid time off to volunteer
- Reimbursement of background clearance costs for entry-level positions
- Mileage Reimbursement

TCAA is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion and an environment where every employee feels valued and empowered to bring their whole selves to work. The collective sum of the individual differences represents a significant part of our culture, reputation, and achievements. We believe that together, we can achieve greatness by embracing our differences and working collaboratively towards a common purpose.

We're eager to meet people that believe in our mission and can contribute to our team in a variety of ways - not just candidates who check all the boxes. We consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. We want people to feel comfortable expressing their true selves and to come, stay, and do their best work here.

TCAA is an Equal Opportunity Employer