



Director of Finance Job Description

SUMMARY: The Director of Finance is responsible for the financial 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.

Major Functions

Financial Management & Reporting

- Lead all aspects of financial operations, including accounting, budgeting, forecasting, reporting, and financial analysis.
- Ensure timely and accurate preparation of financial statements in accordance with GAAP and other applicable regulations (e.g., CFR).
- Maintain TCAA's accounting systems, including QuickBooks, ensuring proper coding, internal controls, and integrity of financial records.
- Conduct variance analysis and prepare reports with financial recommendations for the CEO, Board of Directors, and senior leadership.
- Manage organizational cash flow, investments, and banking relationships to ensure adequate liquidity and effective fund use.
- Ensure timely and accurate payroll reporting in collaboration with HR, including proper time tracking and allocation.

Compliance, Controls & Audit

- Develop and maintain financial policies, procedures, and internal controls, ensuring legal, regulatory, and funder compliance.
- Lead preparation for the annual audit, IRS Form 990, 1099s, and any other required tax filings or financial disclosures.
- Coordinate with external auditors, financial institutions, and other partners to ensure smooth and compliant financial operations.
- Monitor and ensure day-to-day adherence to internal controls for all financial processes including A/P, A/R, and reconciliations.

Budgeting, Planning & Analysis

- Develop, manage, and monitor annual organizational budgets, department-level budgets, and cost allocation plans.
- Build and maintain financial forecasting models to support long-term strategic planning and decision-making.
- Support senior leaders and program managers in financial planning, resource allocation, and funding strategy.
- Lead the development of the Indirect Cost Rate Agreement with the appropriate federal agency.

Contracts, Grants & Procurement

- Oversee financial aspects of grants, contracts, and restricted funding, ensuring compliance with all funder requirements.
- Supervise administration of vendor contracts and procurement practices, including bid procedures and asset acquisition.



Tempe Community Action Agency

- Ensure financial reporting accuracy for grants and restricted funds; prepare and submit funding reports as required.
- Supervise and support the Quality and Compliance Administrator in contract and MOU administration.

Leadership & Strategic Collaboration

- Serve as a member of the senior management team, contributing to strategic planning and organizational leadership.
- Provide leadership and support to the finance team, fostering a culture of accountability, development, and continuous improvement.
- Partner with the CEO and senior leadership in financial decision-making, resource planning, and funding requests.
- Support the Board of Directors and its committees (e.g., Internal Affairs) with financial information and guidance.
- Promote a positive, mission-driven culture that attracts and retains high-performing staff and volunteers.

Other Responsibilities

- Ensure implementation of organizational policies and practices.
- Support effective communication between departments, leadership, and stakeholders.
- Perform other duties as assigned or needed to support the mission of TCAA.

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.

Knowledge, Skills, and Abilities

- Demonstrated experience working with diverse populations in poverty.
- 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.

License/Certifications:

- 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
- Paid time off to volunteer
- Accrued vacation and sick time that increases with tenure
- Medical, dental and vision insurance including PPO and health savings account options, with employee medical premiums covered at 100% by TCAA
- Life insurance, disability benefits, accident coverage, and retirement
- Employee Assistance Program
- Simple IRA with company match up to 3%
- Flexible work schedules and hybrid options for certain positions
- Annual Merit Increases

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