



## Job Description

**Position:** Finance Director  
**Supervisor:** Executive Director  
**Status:** Exempt  
**Supervision:** None

### Position Summary:

The Finance Director provides daily oversight of payroll, purchasing, and accounts payable/receivable, and other related functions. Additionally, the Finance Director provides strategic financial oversight for all aspects of EastView including budget preparation and monitoring, analysis of financial trends within the organization and the industry and prepares and presents actionable financial reporting for the Executive Director, the Board of Directors, the Board's Finance Committee, the Resident's Counsel and all creditors and bond holders as appropriate and required.

### Duties:

- Oversee the flow of cash or financial instruments.
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Calculate, prepare, and issue bills, invoices, account statements, payroll, and other financial statements according to established procedures.
- Prepare financial or regulatory reports required by laws, regulations, or boards of directors and prepare operational or risk reports for management analysis and presentations.
- Evaluate data pertaining to costs to plan budgets.
- Evaluate financial reporting systems, accounting or collection procedures, or investment activities and make recommendations for changes to procedures, operating systems, budgets, or other financial control functions.
- Review collection reports to determine the status of collections and the amounts of outstanding balances.
- Direct insurance negotiations, select insurance brokers or carriers, and place insurance.
- Provide backup support to business operations.
- Perform other duties as assigned.

### Skills:

- Proficient with Microsoft Office Software, including Outlook, Word, and Excel applications.
- Use of standard office equipment, including phones, computers, printers, copiers, scanners, and fax machines.
- Communicate effectively, both verbally and in writing.

### Knowledge:

- Bachelor's degree in Finance, Accounting, or similar program required. Five years' related experience in business applications and accounting practices required.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

### Physical Requirements:

- Work is performed in a standard office environment.
- Position may require long periods of sitting.
- Occasional overtime may be required

I have read and understand the job description listed above as it pertains to my position at EastView at Middlebury.

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Employee Signature

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Date