

# River Valley Child Development Services

A leader in providing high quality early childhood care and education services  
for children, families and communities

## Job Description

<b>Position:</b>	Assistant Director of Business and Finance
<b>Program:</b>	Administration
<b>FLSA Class:</b>	Exempt
<b>Position Accountable to:</b>	Director- Business and Finance, Executive Director
<b>Position(s) Accountable for:</b>	N/A
<b>Purpose of Position:</b>	Assist in all financial aspects of the agency, including business operations and audit operations
<b>Educational Requirements:</b>	Bachelor's Degree in Accounting/Finance or Business/Public Administration with an emphasis on Accounting
<b>Experiential Requirements:</b>	Two years experience in accounting field, preferably in a non-profit, hands on experience with accounting software
<b>Additional Training required</b>	Fulfill requirements of Individual Staff Development Plan
<b>Driver's License, Liability Insurance and Acceptable Driving Record, must pass drug screening and background check:</b>	Required
<b>Provisional Employment Period</b>	6 months

### Capabilities/Skills

Able to organize, prioritize work effectively, be self-directed, work collaboratively in team environments, and maintain high level of confidentiality.

Able to be reliable, responsible, dependable and flexible

Possess excellent organizational, verbal, and written communication skills; computer experience specifically in MS Office.

Ability to apply critical thinking skills, use professional judgment and utilize strong decision-making skills and present solutions in a fluid work environment.

Be a supportive and productive role model for the agency and its programs.

Demonstrate knowledge of how to research relevant resources

Ability to skillfully manage large amounts of data

High attention to detail and accuracy

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s), as needed or requested.

Ability to engage effectively with the public and community. Provide excellent customer service to internal and external customers

### **Essential Responsibilities**

#### **Agency**

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within agency.

Follow all agency policies and procedures.

Keep Executive Director informed on all relevant matters.

Work effectively within a diverse environment.

Participate in monthly management meetings and committee meetings as needed

Travel and have access to dependable transportation personal credit card.

#### **Program**

Assist with cash flow management

Assist with planning, preparing and reviewing of budgets

Prepare grant documents and reports

Assist with administration of benefits

Work cooperatively with Executive Director and Director of Business and Finance about all fiscal and operational issues

Monitor and analyze accounting data and produce financial reports or statements

Follow proper accounting methods, policies and principles

Maintain financial records on an accrual basis, including processing operating income/expense and restricted funds and preparing corresponding financial reports

Possess advance knowledge of business and accounting practices.  
Prepare and present financial reports as required.

Communicate directly with the Board treasurer

Responsible for duties in the absence of the Director- Business and Finance.

Any other duties as assigned by Executive Director and Director- Business and Finance.

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Signature

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Date