



POLICE ATHLETIC LEAGUE OF JACKSONVILLE, INC.

FINANCE DIRECTOR POLICE ATHLETIC LEAGUE OF JACKSONVILLE, INC.

OVERVIEW:

The Finance Director is a key leadership role responsible for overseeing all finance, accounting, accounts payable, accounts receivable, payroll, maintaining fiscal record, preparation of financial analysis of operations, grant budgets and administration. This position involves financial planning, managing financial risks, and ensuring the integrity of financial reporting. The Finance Director will work closely with the Executive Deputy Director and the Board of Directors to ensure the organization's financial health and compliance with all legal and regulatory requirements.

The Finance Director will ensure that JaxPAL has the systems and procedures in place to support effective program implementation and audits. The Finance Director will work closely with the program directors and their staff, not only to educate them regarding JaxPAL's finance and accounting procedures, but also to explore how the finance function can support program operations, in addition, the Finance Director will partner with senior management to enhance and better integrate finance, HR, and purchasing functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Financial Strategy and Planning:

- Implement financial strategies to support the organization's objectives.
- Provide financial forecasting and budgeting to guide decision-making.
- Monitor and report on financial performance, ensuring alignment with strategic goals.

2. Financial Management:

- Oversee financial management including accounts receivable, accounts payable, payroll, and grant management.
- Ensure accurate and timely financial reporting, including monthly financial statements, annual audits, and tax filings.
- Manage cash flow to ensure the organization's financial stability and liquidity.

3. Compliance and Risk Management:

- Ensure compliance with federal, state, and local financial regulations and reporting requirements.
- Oversee the organization's audit processes and ensure adherence to best practices in financial management.
- Identify and mitigate financial risks, including those related to funding sources, investments, and operational expenses.

4. Budgeting and Financial Reporting:

- Lead the annual budgeting process, working with department heads to develop and monitor budgets.
- Provide regular financial reports to the Executive Deputy Director and Board of Directors.
- Prepare and present financial information at board meetings and other organizational forums.

5. Leadership and Team Management:

- Collaborate with and support the finance team, including part-time staff accountants and other finance-related personnel.
- Foster a culture of accountability, continuous improvement, and financial integrity within the team.
- Collaborate with other departments to ensure financial practices align with organizational objectives.

6. Grant Management:

- Oversee the financial management of grants, including compliance with grant requirements, budgeting, and reporting.
- Work with the development team to provide financial information for grant applications and reports.

7. Financial Systems and Technology:

- Oversee the implementation and maintenance of financial systems and software (e.g., GP Dynamics).
- Ensure that financial data is secure, and that the organization's financial technology infrastructure is robust and efficient.

KNOWLEDGE:

- Strong knowledge of nonprofit accounting principles, grant management, and regulatory requirements.
- Proficiency in financial software and systems such as GP Dynamics, Excel, and other financial tools.

SKILLS:

- Proven experience in budgeting, financial analysis, and operational planning.
- Excellent communication skills, both written and verbal, with the ability to present complex financial information to a variety of audiences.

EDUCATION:

- Bachelor's degree in Accounting, Finance, or a related field. Equivalent experience in financial management may be considered.

EXPERIENCE/TRAINING:

- Minimum of 3-5 years of experience in financial management, preferably in a nonprofit organization.
- CPA certification or equivalent professional qualification (preferred but not required).
- Strong leadership skills with the ability to manage and develop a finance team.

PHYSICAL DEMANDS:

- Handling office equipment and materials as needed for reporting and documentation.
- Primarily a desk-based role with occasional standing and walking required during meetings or presentations.

WORK ENVIRONMENT:

- All work is conducted in an office setting. Occasional local travel may be required for meetings or training.

OTHER REQUIREMENTS:

- Must pass a Level II Background Screening.
- Must pass a drug screening.

DEPARTMENT: Finance

FLSA STATUS: Exempt (Salaried)

RATE: \$80,000 Annually

HOURS: Monday – Friday 9:00 a.m. – 5:00 p.m. (Flexible working hours may be available)

REPORTS TO: Executive Deputy Director