

Director of Finance Position Description

Position Summary

The Director of Finance is responsible for the organization's financial and benefits administration, functions. The position reports to and works closely with the executive director, supervises the accounting staff, and collaborates with the Finance Committee of the Board.

Specific functions, some of which may be delegated to accounting staff, include:

Financial Management

- Direct and administer financial budget plans including annual budget reporting to ADE
- Oversee business office processes and accounting practices
- Prepare and present monthly financial reports, including balance, P&L, and cash flow statements for the finance committee, executive director and Board of Directors
- Prepare for and manage the annual financial independent audit
- Supervise accounting staff who process payroll, payroll-related transactions and accounts payable
- Manage accounts receivable, including preparing billings for services, track/reconcile state equalization payments, etc.
- Prepare grant budgets, process grants reimbursement requests and liaison with program staff and ADE

Personnel Compliance Management

- Oversee employee benefits administration and serve as staff contact for benefits enrollment
- Manage Arizona State Retirement System participation
- Provide hiring/compensation support to Executive Director
- Support risk management, insurance and legal activities
- Prepare and file compliance reports to various government entities

Position Details:

Job Type: Part time .8 FTE (32 hours per week)

Schedule: Monday through Thursday, 8:30am to 5pm

Salary: Salary based on experience

Benefits: Benefits eligible with competitive health and dental insurance, participation in the Arizona State Retirement System (ASRS) with 100% employer match of 12.11% salary, employer paid life insurance, and access to voluntary additional benefits through AFLAC and 403(b) plans, and paid time off for holidays, sick leave and personal leave.

Office Location: 650 N. 6th Ave., Tucson, AZ

Website link: <http://CITYccl.org/about/contact/employment/>

Equal Employment Opportunity

CITY Center for Collaborative Learning provides equal employment opportunity for everyone regardless of ethnic group identification, race, national origin, age, religion, sex, sexual orientation, gender identity and expression, mental or physical disability that does not prohibit performance of essential job functions. Decisions relating to employment are based upon ability to perform the job, as well as dependability, reliability and competence once hired.

About CITY Center for Collaborative Learning

CITY Center for Collaborative Learning designs, implements, and advances innovations in teaching and learning that transform the lives of young people and their educators. The Tucson based nonprofit offers professional development and community engagement experiences for educators and education advocates, including school visits and workshops, while leading three small secondary schools that serve as demonstration sites. Visit us at <http://cityccl.org>