



Finance Director

Are *YOU* ready to make a real difference in our community? The **Finance Director** of A Better Way's is a key leadership role responsible for overseeing the financial reporting, grant management, accounting, and bookkeeping of A Better Way Services. The Finance Director ensures accurate and timely financial reporting, compliance with funding sources, GAAP standards, and A Better Way standard, contributing to the overall financial health and long-term successes of the organization.

A Better Way provides shelter and services for victims of domestic violence and sexual assault, a Rape Crisis Center, advocacy, individual trauma-informed counseling, support groups, transitional housing, rapid rehousing, a 24-hour crisis line for persons in any crisis, education and referrals, a suicide hotline, teen dating violence and domestic violence prevention programs, and a check-in call service for elderly or disabled homebound persons.

This position is full-time and is located in Muncie, Indiana.

Essential duties and responsibilities include the following. Other duties may be assigned. *Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.*

Financial Reporting

- Prepare, analyze, and present monthly, quarterly, and annual financial and grant reports in an accurate and timely manner to the executive team and board of directors, ensuring compliance with funding sources, GAAP, and A Better Way standards.
- Assist the Executive Director and Board of Directors in preparing A Better Way's annual budget.
- Coordinate with all local, state, and federal auditors, and serve as a liaison between any external auditors and the finance committee of the board of directors; assess any changes necessary and provide recommendations on implementation.
- Work cooperatively with all local, state, and federal auditors, providing information as required to expedite the audit function. Make adjusting entries as recommended and approved by Executive Director.
- Financial forecasting to determine cash flow needs for expenses beyond those funded by grants.

Grants

- Oversee and assist in the preparation of any financial aspects of grant proposals and applications.
- Implement strategies to report on over/under spending compared to budgets for grants in a timely manner.

- Tracking of Actuals vs Budget at the individual grant level within the financial system.
- Ensure accurate budgeting, compliance with funder requirements, and timely reporting is done for all grants awarded to A Better Way.

Accounting/Bookkeeping

- Perform accounting and bookkeeping functions, accurately and timely, in accordance with A Better Way and funding source guidelines, using GAAP standards.
- Analyze, update, and implement all necessary accounting practices and organizational policies relating to the financial management of A Better Way.
- Manage organizational cash flow and forecasting.
- Prepare monthly billings, including backup documentation.
- Regularly review accounts receivable for collection issues.
- Reconcile daily cash receipts, and monthly bank statements, and make regular bank deposits.

Payroll/Benefits

- Serve as the designated backup for processing payroll and benefits in the absence or unavailability of the HR Director.
- Conduct regular audits of payroll data to identify and rectify any discrepancies or errors.
- Maintain up to date knowledge of regulations that impact payroll and benefits; implement necessary adjustments as needed to ensure compliance.
- Monitor A Better Way policies and procedural documentation related to payroll and benefits administration; provide update recommendations to the Executive Director when changes will align with industry best practices and legal requirements.
- Collaborate with HR Director and payroll or benefits service providers to ensure vendor performance and costs align with expectations, contracts, or needs.
- Complete required payroll reporting, as per state and federal guidelines, including, but not limited to, monthly, quarterly, and annual payroll tax filings, et al, if applicable based on payroll service provider.

Supervisory responsibilities: Direct supervisor of Finance and Grants Coordinator; may provide supervision for other administrative support positions, as needed.

Work environment Able to stand and/or walk up to 25% of the time. Able to sit up to 75% of the time. Able to view a computer monitor for 6-8 hours per day. Must be able to lift up to 15 pounds at times.

Education and/or Experience

- Bachelor's degree in Finance or Accounting, or the equivalent in relevant experience (4 years) is required.
- Four to seven years prior accounting and progressive financial management experience is necessary.
- Demonstrated experience in which the candidate had final responsibility for the quality and content of all financial data, reporting, and audit coordination for the significant program area in other organizations.

- Some experience managing nonprofit finances is required; experience in grant-driven nonprofit organizations preferred.
- Excellent verbal and written communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Ability to translate intricate financial concepts to other staff that do not have a deep understanding of A Better Way's financial operation.
- Ability to translate financial concepts to – and effectively collaborate with – programmatic and fundraising colleagues who may not have finance backgrounds is important.
- Successful candidates will enjoy multi-tasking in a fast-paced environment.
- Technologically savvy with a knowledge of accounting and reporting software; experience with Excel and QuickBooks - Online strongly preferred.
- High level of confidentiality and professionalism are required.

The minimum salary for this position is: \$70,000.00 annually

Benefits include:

- **Medical, Dental & Vision Insurance – Eligible first day of employment**
- **Vacation and Sick Time**
- **Paid Holidays**
- **6% contribution to retirement plan after 90 days**

Candidates should submit the applications to our website <https://abetterwaymuncie.org> OR Email resume to contact@abwservices.org. Please include "Finance Director" in the subject line.

A Better Way is an equal opportunity employer, and all qualified applicants will receive consideration for employment. A Better Way Services, Inc. does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, age, disability, national origin, socio-economic status, religion, or any other basis prohibited by federal, state, or local laws