

**Roanoke Valley SPCA
Position Description**

Position: Finance Director
Classification: Exempt, Full Time
Supervisor: CEO
Direct Reports: Finance Assistant (PT)
Schedule: Typically, Monday through Friday, varies based on organizational needs-some evenings and weekends are required.
Work Location: Roanoke Valley SPCA
Starting Range: \$55,000-\$65,000

Position Summary

The Finance Director serves as a strategic thought-partner and reports to the CEO and provides hands-on and participative management and leadership to support the following areas: finance, business planning and budgeting, human resources, and administration. The Finance Director plays a critical role in collaborating with the senior leadership team in strategic decision making and operations as the Roanoke Valley SPCA and Mountain View Humane continue to enhance its quality programming and build capacity. The Finance Director also provides financial oversight and leadership to our subsidiary organization, Mountain View Humane.

Financial Management

<i>Time Allocation</i>	<i>Responsibility</i>
25%	Prepare, analyze and present monthly financial statements in an accurate and timely manner for both Roanoke Valley SPCA and Mountain View Humane
8%	Effectively communicate and present financial statements and critical financial matters to the CEO and board of directors.
10%	Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.

10%	Develop annual budget in conjunction with the CEO at RVSPCA and the ED at MVH; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.
2%	Manage organizational cash flow and forecasting.
2%	Update and implement all necessary business policies and accounting practices; oversee the finance department's overall policy and procedures.
2%	Work with Development Department to ensure consistent recording of donations.
2%	Ensure all financial operations comply with federal and state laws

Human Resources

*Time
Allocation*

Responsibility

6%	Further develop the Roanoke Valley SPCA's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
2%	Ensure that hiring/termination processes are consistent and streamlined.
8%	Administer and oversee payroll processing and related documentation.

Leadership

*Time
Allocation*

Responsibility

15%	Hire, train and supervise the Finance Assistant to ensure smooth day-to-day transactions. Prepare periodic evaluation of job performance. Serve as a mentor and resource for the Assistant Director and Finance Manager at Mountain View Humane.
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- 2% Ensures compliance with all organizational policies, procedures, and guidelines.
- 2% Supports shelter events and fundraising as needed, including at event financial administration.
- 2% Promote the vision and mission of the Roanoke Valley SPCA by serving as the liaison between the organization and the community.

ESSENTIAL SKILLS

- At least seven to ten years of overall professional experience; ideally six-plus years of broad financial and/or nonprofit accounting experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for an organization and has preferably overseen a human resources function previously
- Ability to translate financial concepts to -- and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Broad knowledge of human resource policies, procedures, and laws.
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of the Roanoke Valley SPCA

EDUCATIONAL OR LICENSING REQUIREMENTS

- Minimum of a BS, ideally with an MBA/CPA or related degree
- Must maintain a valid driver's license

ASSESSMENT PERIOD

Roanoke Valley SPCA has a 90-day assessment period from the date of hire for employment in any position. This introductory period is the period during which the specifics of the job are learned and either the employee or Roanoke Valley SPCA may end the employment relationship without notice or prejudice.

AT WILL EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of the Roanoke Valley

SPCA that employment for this position is at will, which means that employment is for no specified term and that employment may be terminated by the employee or Roanoke Valley SPCA at any time without cause.

Employee Signature

Date