

## HONOLULU COMMUNITY ACTION PROGRAM, INC.

### POSITION DESCRIPTION

**POSITION TITLE** : Director of Finance  
**GRADE** : 17  
**FLSA STATUS** : Exempt  
**REPORT TO** : Executive Director  
**SUPERVISES** : Fiscal Department Staff

### INTRODUCTION

The Director of Finance is responsible for all financial/fiscal operations of HCAP. Reporting to the Executive Director, the Director of Finance (DOF) will set HCAP's financial policy and direct and lead all financial administration, business planning, reporting, and budgeting. As a member of the Executive Management Team, the DOF will work closely with the Board of Directors, and serve as the staff liaison of the Finance Committee. The DOF will also supervise and manage the Fiscal Department staff.

### CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have strong oral and writing skills.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution.
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships throughout the community. Has the ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Is able to make difficult and appropriate decisions in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

### ESSENTIAL POSITION RESPONSIBILITIES include the following:

- Reports directly to the Executive Director and coordinates with members of the Executive Management Team and programs to ensure timely reporting and accountability on agency and programmatic fiscal matters, including but not limited to budgets, financial statements, issues, trends, and action items.

- Maintains the integrity of HCAP's budget systems, payroll systems, insurance programs, and taxation functions.
- Meets with HCAP Board of Directors, Finance Committee, and Policy Council on financial policies, and fiscal issues, including budget approval, as requested.
- Coordinates all audit activities.
- Reviews, maintains and updates agency's fiscal policies and procedures.
- Serves as the agency's Procurement Officer to ensure all agency purchases of goods and services follow HCAP's policies and procedures, along with all applicable federal, state and local government rules and regulations.
- Ensures that agency's assets and corporate credit cards are properly safeguarded.
- Oversees budget process, and the implementation of budgets, so as to monitor progress and present operational metrics both internally and externally.
- Provides timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Executive Director and the Board and other Senior Executives in decision making. Provides monthly financial reports and analysis for Executive Director and governing boards.
- Coordinates with HCAP Board of Directors' Audit Committee on selection of an independent firm to conduct financial and single audits of the agency.
- Provides training in the budgeting process through education of department managers and others on financial issues impacting their budgets.
- Ensures that the finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles and monitors the use of all funds.
- Ensures Fiscal Department has an adequate system of internal controls to prevent, detect and deter fraud and errors and/or omissions.
- Keeps up-to-date on regulations and technology affecting functional area(s) to increase innovation and ensure compliance.
- Ensures compliance with all federal, state, county laws, Uniform Guidance, OMB regulations, audit requirements, financial reporting, financial policies and accounting procedures. Ensures the Agency complies with all relevant tax laws and files tax returns pertinent to the agency.
- Reviews and assists in the negotiation and completion of administrative and fiscal contracts.
- Reviews programmatic reports to ensure accuracy and completion of all relevant performance measurements.
- Hires, trains, develops, and appraises staff effectively. Takes corrective action as necessary on a timely basis and in accordance with company policy. Consults with Human Resources as appropriate.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION/EXPERIENCE**

A Bachelor's degree from an accredited college or university in Business Administration with a major in Accounting or Finance. Master's degree and Certified Public Accountant (CPA) preferred. Five (5) years

of full-time experience in a fiscal management level position. Independent audit, grants management, Uniform Guidance and non-profit accounting experience preferred.

**COMMUNICATION SKILLS**

Speaks clearly and persuasively in both positive and negative situations, demonstrates group presentation skills and conducts productive meetings. Responds to questions from governing boards, groups of managers, government agencies and auditors.

**REASONING ABILITY**

Analytical: Synthesizes complex or diverse information. Is able to define problems, collect information, establish facts and draw conclusions.

Problem solving: Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid driver’s license and daily access to an automobile that is properly licensed/insured, or have access to timely transportation for work.

**PHYSICAL DEMANDS/WORKING CONDITIONS**

	Never/ Rarely	At Times	Often/ Constant
Work Locations: in doors			X
Work Locations: outdoors		X	
Work Locations: sitting			X
Walking/standing		X	
Bending/crouching/reaching, etc		X	
Lifting/carrying - light (up to 10 lbs.)		X	
- medium (11 to 20 lbs)		X	
- heavy (over 20 lbs.)		X	
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		
Travel - inter-island		X	
Travel - long distance (mainland, international)		X	
Use standard office equipment (including PC keyboard)			X

**DESIRED SKILLS, KNOWLEDGE & ABILITIES**

- Knowledge of the characteristics of low-income areas and the community resources on Oahu.
- Knowledge of the multi-ethnic cultures common to Oahu.