



Position Description: Senior Director of Finance

The Senior Director of Finance is responsible for directing the financial and accounting functions of the corporation in accordance with accepted accounting principles (GAAP). The Senior is a key part of the leadership team, providing financial analysis to support key strategic initiatives.

Essential Functions:

- Participate in the development of Sawtooth's plans and programs as a strategic partner.
- Provide timely and accurate analysis of budgets, financial reports, and financial trends in order to assist the Executive Director, the Board, the Finance Committee and other staff in performing their responsibilities.
- Enhance and/or develop, implement, and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of Sawtooth.
- Establish credibility throughout Sawtooth and with the Board as an effective developer of solutions to business challenges.
- Continual improvement of the budgeting process through education of department managers on financial issues impacting department budgets.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
- Be an advisor from the financial perspective on any contracts into which the corporation may enter.

Primary Functions:

Financial Management

- Preparation of payroll for employees and contractors (currently, 15th and end of each month) through the online system, including the payment of related taxes and the filing of quarterly and annual payroll tax returns and forms.
- Cash Management, including the depositing of cash and checks, payment of approved vendor invoices, consignment sales proceeds, sales tax, cash transfers, etc.
- Reconcile bank accounts and provide reconciliation and bank statement copies to the Executive Director each month.
- Maintain the general ledger, including appropriate reconciliations of balance sheet accounts.
- Preparation of monthly Financial Statements for the Executive Director, Finance Committee and Board, and other reports as requested.
- File for sales tax refunds from the state.
- Work with the Executive Director on development of the annual budget.



- Assist in the development and implementation of systems and procedures as needed.
- Staff liaison for the annual accounting audit and preparation of IRS form 990.
- Performs all other related duties as assigned by the Executive Director.

Human Resources Management

- Maintenance of employee and contractor payroll files.
- Maintenance of employee handbook, including establishing/revising personnel policies.
- Participate in the hiring of new staff.
- Assess and recommend improvements in organizational/staff structure and job descriptions.
- Record and update staff job descriptions as needed.
- Participate in establishing compensation plans for new hires.
- Establish performance goals/objectives and conduct performance evaluations and performance counseling.
- Work with Department heads to establish and implement an onboarding process for new hires.

Competencies:

- Financial Management
- Business Acumen
- Communication Proficiency
- Ethical Conduct
- Leadership Performance Management
- Personal Effectiveness/Credibility
- Problem Solving/Analysis/Strategic Thinking
- Supervisory Responsibility: none

Required Education and Experience:

Bachelor's degree in accounting required, or 5 to 7 years of related experience and/or training or equivalent combination of education and experience.

Compensation and Benefits:

Salary is dependent on experience. Company-wide employee benefits offered include QESHRA insurance reimbursement, and four (4) weeks of paid time off with additional sick leave and holidays.

251 North Spruce Street, Winston-Salem, NC 27101



Submission and Deadline:

Interested persons should submit a cover letter, resume, and three professional references including one supervisor/board member to amyjordan@sawtooth.org, by **November 30, 2022**, or until position is hired. Submissions will be considered as they are received.