



## **Position Title: Finance Director**

Riverbend Head Start & Family Services was founded in 1916 as the Alton Public Welfare Council. The Agency was formed to help impoverished mothers care for their children and to provide in-home nursing care for those in need. Now, over 100 years later, we focus on early childhood education and family strengthening through our Head Start and Early Head Start programs operating with a \$12 million annual budget and 150 employees.

The Agency helps pregnant moms, children ages 0 – 5 and families throughout Madison County, Illinois who qualify for Head Start programming. We support these groups who may already be at-risk of failing in school or life by strengthening the entire family through education, health and social services. Our methods include home visits and family centers.

This position is responsible for the development, implementation and maintenance of all of the Agency's accounting systems providing complete, timely and accurate records of assets, liability and financial transactions in accordance with generally accepted accounting procedures. The Finance Director operates under the direct supervision of the President/CEO.

Responsibilities include:

- Regular analysis of Agency expenditures against budget and other indicators
- Preparation and submittal of required financial reports for funding sources
- Preparation of the budget and financial sections of all grants, renewals and new procedures
- Maintenance of administrative and internal accounting controls
- Compliance with grant and/or funding sources including 2 CFR 200 Uniform Guidance
- Responsible for insurance coverages to include general liability, professional liability, workmen's compensation, automobile, etc.
- Maintain Agency inventory in accordance with funding source guidelines
- Responsible for third party independent, state and federal audits, etc.

### **EDUCATION AND/OR EXPERIENCE:**

Master's degree in accounting or CPA with a minimum of 5 to 7 years fiscal management experience required. Extensive experience with non-profit accounts, including 2 CFR 200 Uniform Guidance required. Demonstrated experience with accounting/payroll software, including Microsoft Office. History of successful management of a public or private organization.

### **APPLICATION INFORMATION:**

Qualified candidates should submit their cover letter and resume detailing their qualifications and salary requirements to Lori Bostick, HR Director at [lbostick@riverbendfamilies.org](mailto:lbostick@riverbendfamilies.org).