



## POSITION DESCRIPTION

**TITLE:** Director of Finance & Administration  
**CLASSIFICATION:** Level 7  
**DEPARTMENT:** Finance & Administration  
**REPORTS TO:** Executive Director  
**SUPERVISES:** Direct reports include Controller; Human Resources Coordinator; and Compliance Programs Coordinator. Controller manages staff of three Accounting Clerks.

### POSITION DESCRIPTION

Reporting to the Executive Director, the Director of Finance & Administration will be the primary advisor to the Executive Director in setting LANTA's budget policy and overall financial direction while also being a key participant in developing the organization's overall strategy. The Director of Finance & Administration will lead LANTA's Finance & Administration staff.

### RESPONSIBILITIES

#### Accounting Oversight

- Establish accounting policies, procedures, and practices to be executed by the Controller.
- Provide oversight and direction of the work of the Controller and accounting staff to ensure compliance, accuracy, and timeliness of reports, invoices, and other documents.
- Review all reports generated by the Controller and other financial indicators and incorporate relevant information into short and long term decision making processes.
- Act as primary liaison with auditors.

#### Budget Oversight

- Oversee short and long-term budgetary planning and cost management in alignment with LANTA's strategic plan.
- Oversee budgeting, and the implementation of budgets, so as to monitor progress and present operational metrics both internally and externally.
- Prepare monthly budget adherence reports by budget line item. Analyze findings of reports and advise administration as to potential problems.
- Continuously review procedures and business practices in all organizational functions to identify potential cost efficiencies or rectify discrepancies between budgeted and actual expenditures.
- Ensure that LANTA maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds.

- Oversee the preparation and approval of all budget reporting materials and metrics for the LANTA Board of Directors; prepare and communicate monthly and annual financial statements. Present relevant information to the Board of Directors at the direction of the Executive Director.
- Represent LANTA at budget request meetings with County Commissions.
- Continuously monitor and analyze all employee benefits programs for cost and effectiveness.

### **Strategic Financial Planning**

- Partner with the Executive Director on all operational and strategic issues as they arise; provide strategic recommendations to the Executive Director based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Participate in the ongoing strategic planning process as an integral member of the senior management team.
- Develop and continuously refine budget modelling tools and techniques.
- Analyze lifetime costs on items related to collective bargaining.
- Act as primary liaison with actuaries, custodians, and financial investment managers for LANTA's pension funds. Analyze financial needs of LANTA's pension funds and advise the Executive Director accordingly. Prepare required annual reports for pension funds.

### **Organizational Administration**

- Oversee the activities of the accounting function as managed by the Controller.
- Oversee the human resources/employee benefits program and manage applicable assigned staff.
- Oversee the procurement program and manage applicable assigned staff.
- Oversee the compliance program and manage applicable assigned staff.

### **QUALIFICATIONS AND KEY SKILLS**

The Director of Finance & Administration will be an experienced leader with at least 12 to 15 years of broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. The Director of Finance & Administration will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a public sector or nonprofit organization.

The Director of Finance & Administration will have the following experience and attributes:

- A minimum of a Bachelors in accounting or business administration; an MBA would be a plus. CPA a plus.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Experience in managing an employee benefits program.
- Skill in examining, developing, reengineering, and recommending policies and procedures.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- An effective communicator, with strong oral and written skills.
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly.