



## **Quality Care for Children Job Description**

**Job Title:** Director of Finance and Operations  
**Supervisor:** Chief Executive Officer  
**Salary:** Based on experience and education

### General Description:

Quality Care for Children (QCC) is a non-profit organization that works to ensure that infants and young children are nurtured and educated. QCC has worked in the Atlanta Metro area for thirty years and now serves 36 Georgia counties in Metro Atlanta, Central Georgia, and Northwest Georgia. Quality Care for Children is funded through government contracts, United Way grants, foundation grants, individual donations, and fee-for-service income. For more information about Quality Care for Children, go to [www.qualitycareforchildren.org](http://www.qualitycareforchildren.org).

The Director of Finance and Operations is a senior executive level position that reports to the CEO. The position provides strategic leadership for the organization by working with the Senior Management Team and the Board of Trustees to implement the strategic plan and establish long-range goals, strategies, plans and policies. This position has responsibilities in the areas of finance, facilities management, human resources, and information technology. As a member of the senior management team the position interfaces with and supports all areas of the organization. The ability to work on a team and to contribute to a productive team environment is critical. This position supervises finance and support staff, and staffs the volunteer technology committee and the finance committee of the board of trustees.

Responsibilities include:

### Finance:

Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.

Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Board, CEO, and Senior Management Team in performing their responsibilities.

Lead the annual budget process and assist in the development of project budgets.

Maintain appropriate accounting and financial procedures and systems ensuring that strong internal controls are in place.

Oversee all financial and bookkeeping activities, including accounts payable, accounts receivable, banking, general ledger, cash flow, etc. and assist in the month-end closing and distribution of monthly financial statements.

Ensure accurate and timely financial reports for grant related projects and departments in compliance with all government and funder requirements.

Coordinate the annual audit process.

#### Information Technology:

Manage the IT support contractor and technology committee in order to:

- Ensure that the IT system adequately meets the needs of offices, programs and staff.
- Provide IT system recommendations and plans that support the organization in meeting its strategic objectives.
- Coordinate the implementation and execution of new/upgraded information systems via well-defined plans including procedures, deadlines, and accountability.
- Evaluate and implement IT procedures and equipment for maximum productivity, efficiency and cost containment.
- Ensure staff are provided professional, courteous, and timely IT support and service.

#### Human Resources:

Oversee the work of the HR Manager and HR contractors in order to:

- Review annually the agency's policies, procedures, and practices on personnel matters, make recommendations for improvement to the Senior Management Team, and update the personnel manual as required.
- Maintain knowledge of industry trends and employment legislation to ensure Agency's compliance with all federal and state laws and position the agency for success.
- Communicate changes in Agency personnel policies and procedures and ensure proper staff compliance.
- Work with department managers to assist them in carrying out their responsibilities on personnel matters, including hiring, annual performance reviews, disciplinary actions, and staff development.
- Assist senior management in the development, annual review, and administration of an agency compensation plan.

- Manage vendor relations and benefit administration to ensure effective organizational operations and efficiency.
- Coordinate and/or conduct exit interviews to determine reasons behind separation and identify opportunities for improvement.
- Consult with legal counsel on personnel matters as appropriate, and/or as directed by the CEO.

#### Administration and Operations Management:

Organize and coordinate all administrative support functions and protocols as required.

Manage facilities, security, and office equipment leases and contracts for three office locations.

Enhance and/or develop, implement and enforce policies and procedures that will improve the overall operation and effectiveness of the organization.

#### Supervisory Responsibilities:

Currently directly supervises 3 staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Analytical—the individual synthesizes complex or diverse information.
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- Delegation—the individual delegates work assignments, gives authority to work independently, and sets expectations and monitors delegated activities.
- Leadership—the individual inspires and motivates others to perform well, accepts feedback from others.
- Management skills—the individual includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth.

- Quality management—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment—the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- A Team Player – the individual works well in a team environment sharing responsibility for the organization’s success and helping others to succeed.

**Education and Experience Required:**

- Degree in Accounting or related field. (Post graduate degree a plus. )
- Minimum of 10 years related experience in finance area. (Combination of education and experience will be considered. Non-profit experience a plus.)
- Experience in Human Resources, IT, and/or Operations Management
- Strong organizational and interpersonal skills
- Multi-task oriented
- Excellent computer, written and oral communication skills (Word, Excel)
- Experience with automated accounting software (Blackbaud a plus)

It is the policy of Quality Care for Children that all employees shall receive an equal employment opportunity without regard to race, color, religion, veteran status, sex, sexual orientation, national origin, age, marital status or disability.

**Please send resumes to Director of Finance and Operations:**

Email: [info@qualitycareforchildren.org](mailto:info@qualitycareforchildren.org)

Fax: 404-479-4166

Mail: Quality Care for Children  
50 Executive Park South  
Suite 5015  
Atlanta, GA 30329