



## **DIRECTOR OF FINANCE AND ADMINISTRATION**

**SHIFT: ON CALL, AROUND THE CLOCK**

### **GENERAL RESPONSIBILITIES**

**Administers all fiscal, and personnel matters: The ledger, payroll, benefits, taxes, etc. Maintains and updates the Employee Manual. Generally assures the smooth financial operation of the Center, including the annual audit.**

### **SPECIFIC DUTIES:**

- **Personnel – Develops job descriptions, advertises, and helps interview new employees. Explains employee policies to new hires. Arranges payroll, and benefits. Maintains all appropriate, and required records**
- **Resident Services – Supervises all billing, and paying. Helps provide orientation to volunteers. Supervises any subcontracts, or service contractors**
- **Fiscal Management – Maintains the books, including bank statement, budget reports, etc. Develops internal safeguards, and systems of accountability. Assists in preparing financial statements, for the MCVET Board of Directors. Cooperates in fundraising activities**
- **Completes other duties as assigned.**

### **QUALIFICATIONS:**

**Degree from a four year college in Accounting, Business Administration, or related field. Master's degree preferred. 3-5 years' experience, working with not-for-profit organizations. Broad, general experience in personnel, office procedures, etc. Strong analytical skills. Veteran preferred.**

**Send resumes to: [djones@mcvet.org](mailto:djones@mcvet.org)**