Position Description

**Title:** Director of Finance
**Division:** Finance
**Reports to:** Chief Financial Officer

**Travel:** Travels in-state and out-of-state as required
**Status:** Salary, Exempt
**Standard Work Hours:** M – F, 9:00 AM – 5:30 PM

**JOB SUMMARY:**
Reporting to the Chief Financial Officer, the Director of Finance shall contribute to the overall success of the organization by performing a crucial role in its financial planning and audit preparation. This position will perform a wide range of duties including but not limited to supervision over general accounting, property accounting, internal auditing, cost accounting and budgetary controls, while supporting billing, accounts receivables and accounts payable functions.

**DUTIES, RESPONSIBILITIES, and EXPECTATIONS:**
Duties and responsibilities include, but are not limited to the following:

- Financial Planning: actively leads the preparation of the annual budget and revenue projections that reflect major program areas and monitor to control expenditures within budgets.
- Analyze and interpret accounting information and contributes to the preparation of monthly reporting packages and other ad hoc reports for internal and external stakeholders including key metrics, financial results, variance analysis and commentary.
- Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Provide input into the organization’s annual and long-term goals and priorities and participate as requested in strategic planning and assessment of benchmark achievements.
- Prepare internal reports for other management/supervisory staff as needed for planning, tracking, and reporting purposes.
- Contributes to the development and implementation of financial policies and procedures.
- Provides financial analysis with an emphasis on capital investments, pricing decisions, and contract negotiations.
- Attend meetings and provide Executive support as required.
- Plan, schedule, and assign/delegate work on specific projects to direct-report staff and monitor to track completion.
- Contributes to the completion of timely, accurate financial statements.
• Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflows.
• Oversee and support accounting team with dynamic leadership that creates an environment of trust and productivity.
• Achieve budgeting goals with proper scheduling, analysis, and corrective actions.
• Supports development of short and long-term operation strategies.
• Ensures compliance with local, state, and federal government requirements.
• Assist with the Annual Native Hawaiian Convention as directed.
• Performs other related duties as necessary or assigned.

PERFORMANCE EXPECTATIONS:

• Maintains the utmost confidentiality.
• Demonstrates adaptability and supports continuous learning.
• Demonstrates a strong work ethic, high degree of professionalism, and positive attitude and approach to complex challenges.
• Functions in a self-directed, high initiative and motivated manner that results in successful administration and collaboration.
• Flexible and willing to work long hours and possibly weekends.

PREFERRED EDUCATION AND QUALIFICATIONS:

• Bachelor’s degree in accounting or business administration required.
• Five (5) years or more of related experience required.
• Certified Public Accountant designation preferred, but not required.

SKILLS REQUIRED:

• Strong analytical skills.
• Detail oriented and highly organized.
• Excellent time management skills with proven ability to meet deadlines.
• Excellent verbal and written communication including interpersonal skills.
• Excellent organizational and managerial skills.
• Strong proficiency in Excel and ability to master financial and related systems.
• Ability to function well in, at times, a stressful environment.
• Ability to effectively work in a dynamic and fast-paced environment and set and achieve goals.
• Personal qualities of integrity, credibility, and a commitment to CNHA’s mission.

PHYSICAL REQUIREMENTS:

• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.
I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

____________________________________  _________________________
Signature                                      Date