



The Island of Hawai'i YMCA

300 W. Lanikaula Street
Hilo, HI 96720
808-935-3721

<https://islandofhawaiiymca.org/>

Job Title: Finance Director

Location: Island of Hawai'i YMCA – 300 W Lanikaula St. Hilo HI 96720

Job Type: Full-time, Onsite

Salary: \$72,000 - \$76,000

Reports to: Chief Executive Officer (CEO)

Key collaborators: Director of HR, Financial Administrative Assistant, Director of Grants Management, and Board of Directors

Job Overview: The Finance Director is responsible for managing the financial operations of the organization, ensuring the organization's financial health and sustainability. This role will oversee all **financial reporting, payroll and bookkeeping, budgeting, forecasting, financial analysis, payroll, grants management, compliance requirements, budget reporting and forecasting**. The Finance Director will work closely with the Chief Executive Officer and Board of Directors to develop and implement financial strategies that support the organization's mission and goals.

Key Responsibilities:

Payroll and Bookkeeping **30%**

- Work directly with HR to support bi-weekly payroll cycles
 - Calculation of salary and hourly payroll for 30 employees
 - Check writing and direct deposit services
 - Calculation and electronic transmittal of federal and state withholding deposits
 - Quarterly and annual filing requirements for Federal and State agencies
 - Generating payroll summaries and reports for accurate recordkeeping
 - Onboarding and offboarding employee payroll profiles
- Maintain general ledger of deposits, bank account reconciliation, amortization of prepaid schedules, payroll, monthly billings, depreciation, adjusting journal entries, and more
- Prepare checks for monthly accounts payables
- Maintain fixed asset schedule

*The Island of Hawai'i YMCA dba Island of Hawai'i YMCA
is an Equal Opportunity Employer*

Federal Tax ID: 99-0092295; State of Hawai'i Tax ID GE: 086-126-5920-01

- Calculate and prepare electronic filing and payment of general excise tax (monthly and annual)
- Prepare 1099 forms and related Annual Summary and Transmittal of Information Return, Federal form 1096 and Hawai'i form N-196

Financial Management **15%**

- Develop and implement financial strategies that support the organization's mission and goals
- Manage and oversee all financial operations, including accounting, budgeting, forecasting, and financial analysis
- Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other financial systems
- Prepare and present financial reports to the CEO and Board of Directors, providing analysis and recommendations as needed
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements
- Manage relationships with external partners, including banks, auditors, and other financial service providers

Budgeting and Forecasting **10%**

- Develop and oversee the annual budgeting process, working closely with program managers and other stakeholders to develop realistic and achievable budgets
- Monitor actual performance against budget and provide regular updates and analysis to the CEO and Board of Directors
- Develop and maintain financial forecasting models that support long-term financial planning and decision-making

Strategic Planning and Leadership **10%**

- Work closely with the CEO and senior leaders to develop and implement strategic plans and goals that support the organization's mission and vision

- Lead the Finance Committee and Board of Directors, collaborating with other committee members to provide strategic financial guidance and support to the organization
- Provide leadership and mentorship to the finance team, fostering a culture of continuous improvement and professional development
- Collaborate with other senior leaders to develop and implement strategies that support the organization's mission and goals

Board Relations and Reporting **5%**

- Report on the financial performance of the organization to the Board of Directors, including regular updates on budget performance, forecasts, and financial risks and opportunities
- Collaborate with the CEO and Board of Directors to develop and implement financial policies and procedures that align with the organization's values and strategic goals
- Represent the organization at internal and external events and meetings, providing financial guidance and support as needed

Tax Filing and Compliance **15%**

- Oversee all tax filings and compliance requirements, ensuring that the organization is in compliance with all relevant laws and regulations
- Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements

Grants Management and Compliance **15%**

- Supporting Director of Grants Management in fiscal compliance and documentation required for grant process, i.e. providing relevant IRS documents, budgets, payroll information relevant to grant applications, etc.
- Ensuring compliance with grant funding guidelines and restrictions; expense reporting, receipt tracking for specific grants, and more
- Documenting grant funds received and high-level spending of grant funds received for monthly and annual reports

Minimum Qualifications:

- Bachelor's degree in accounting, Finance, or related field; CPA preferred but not required. 2-5 additional years of equivalent applicable work experience will be considered in lieu of a bachelor's degree.
- At least 10 years of progressively responsible experience in financial management, with at least 5 years in a nonprofit organization preferred but not required.
- Proven track record of successful financial management, including experience developing and implementing financial strategies, managing budgets, and overseeing financial reporting and compliance.
- Strong leadership and management skills, with experience building and leading high-performing teams.
- Knowledge of grant management processes and procedures preferred but not required.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication and interpersonal skills, with the ability to communicate financial information to non-financial stakeholders.
- Passion for the mission and work of the organization.
- Passionate interest in mentoring others and working as a team.

Day-to-Day Duties:

Weekly

- Review and approve invoices as needed
- Review banking activity to ensure all deposits and miscellaneous debits are accounted and coded appropriately for
- Prepare checks as needed for disbursement
- Work with Financial Administrative Assistant on processing and coding fiscal matters

Monthly

- Prepare and submit monthly deposit spreadsheet with banking statements
- Review and submit credit card statement and coding
- Monthly journal entries for special events, youth camps, fundraising events, etc.
- Prepare monthly financial reports (grant reporting, fundraising efforts, etc.) for monthly Board of Directors meeting

Annually

- Assist with annual insurance renewal
- Creating annual budget
- Temporary disability and workers compensation insurance audit
- Annual journal entry – youth camps, annual membership statistics, medical gym membership revenue, unearned grant revenue, rental income, TSA/IDEMIA, Fieldprint, etc.
- Review medical insurance gym membership
- Audited financials and IRS Form 990
- Filing financial reports for YMCA USA