



DIRECTOR OF FINANCE AND OPERATIONS

CARTER COMMUNITY BUILDING ASSOCIATION (CCBA)

Founded in 1919, the CCBA is a non-profit organization that has been a vibrant hub for recreation, fitness, and personal growth in the Upper Valley for over a century. We offer a welcoming and inclusive environment where individuals and families of all ages, abilities, and backgrounds can thrive.

At a time when community connection, health, and belonging matter more than ever, the CCBA plays a vital role as a trusted third space for the Upper Valley. CCBA is seeking a Director of Finance and Operations who is energized by mission-driven work and excited to partner with the leadership team and the Board to strengthen a century-old institution, ensuring CCBA is well-positioned to serve the Upper Valley community for generations to come.

JOB DESCRIPTION

The Director of Finance and Operations oversees all financial and business operations for the organization reporting directly to the Executive Director, ensuring efficiency in meeting organizational goals. This position also supports other key executive office functions, special projects and initiatives as assigned. This position is paid on a salary basis and is exempt under the Fair Labor Standards Act.

PERFORMANCE RESPONSIBILITIES, STANDARDS, AND SKILLS/ABILITIES:

1.0 **Fiscal Management:** *Leads financial planning, budgeting and reporting in partnership with staff and vendors. (40%)*

- In collaboration with the Executive Director, develops and executes long-term financial plans and strategies to ensure CCBA's financial health and sustainability.
- Oversees general accounting and finance operations including maintaining general ledger and accounts, monitoring operational cash flow, overseeing AR/AP, processing and monitoring credit card activities, reconciling financial accounts, and ensuring timely and accurate use of restricted funds, grants and endowment funds.
- Leads budgeting and financial forecasting, overseeing development of the CCBA's annual operating, project and capital budgets; Assists with grant budget creation; Produces financial forecasts for operations and capital needs; Updates five-year capital

investment plan; Tracks income and expenses for CCBA's operations, grant-funded and capital projects.

- Generates monthly, quarterly and annual reports on revenue, expenses, and overall financial performance for key stakeholders.
- Oversees annual audit, prepares required materials, serves as liaison with external auditor, and facilitates annual tax return filing.
- Identifies and manages financial risks associated with business operations and investments, serving as liaison with insurance agencies and carriers for policy updates and claim processing.
- Works with the Executive Director to increase operational efficiency and cost mitigation.
- Negotiates contracts and agreements related to the provision of assets, programs, software, and services for review and approval by the Executive Director.

2.0 Business Operations: Serves as CCBA's lead for business operations. (30%)

- Oversees all office operations, ensuring that organizational policies and procedures are understood and followed by staff.
- Supports the development and implementation of strategic plans, ensuring alignment with the organization's mission and goals.
- Implements and maintains internal controls and monitors organizational compliance.
- Ensures the efficient use of systems for fundraising including donor platforms and donor software.
- Develops and maintains record keeping systems that provide for internal management and accountability for Key Performance Indicators.
- Drives strategic collaboration with program and membership staff to define goals and implement robust systems for tracking progress and ensuring accountability.
- Establishes consistent communication with staff and Board members about CCBA's operations.
- Completes special projects assigned by the Executive Director.

3.0 Personnel Management: Assists the Executive Director in managing human resources. (25%)

- Supports the leadership team in creating a work climate that promotes the well-being of the organization and its employees.
- Works collaboratively with staff to manage employee benefits and ensure appropriate staffing with functions and qualifications for all positions.
- Oversees staff enrollment into health, retirement, and other benefits plans; coordinates insurance processing, workers' compensation, and other insurance claims.
- Works on special human resources projects, as needed.
- Assists the Executive Director in recruiting, hiring, orienting, and evaluating personnel in accordance with the Board-approved Employee Handbook.
- Ensures that the organization fully complies with laws, regulations, and best practices that impact the safety of all persons at the organization's facilities.

- Coordinates the regular solicitation of employee feedback about the organization's operations and management.

4.0 Board of Trustees: *Provides staff support to the Board and its Committees, as needed.*
(5%)

- Attends Board meetings, as needed.
- Drafts and presents reports, budgets and presentations related to organizational goals and special projects.

EDUCATION, EXPERIENCE, SKILLS:

- Bachelor's degree required.
- 10+years of business administration experience, including financial management principles and analysis, efficiency in business operations, and human resources fundamentals. Non-profit experience preferred.
- Excellent strategic planning abilities with a focus on long-term growth.
- Exceptional communication skills, both verbal and written, with the ability to engage stakeholders at all levels.
- A proactive approach to problem-solving with strong analytical skills.
- Ability to function well in a high-paced environment.
- Expertise with QuickBooks, Microsoft Office 365, Google Suite required.

PHYSICAL REQUIREMENTS:

- At times, prolonged periods sitting at a desk and working on a computer.
- Ability to traverse between two buildings and up and down multiple floors within each building.

SUPERVISION OF OTHERS: Supervises Office Manager/Bookkeeper

REPORTS TO: Executive Director

COMPENSATION AND BENEFITS: \$90,000 - \$110,000 commensurate with experience, healthcare, dental care, matching 401k, floating holidays, sick days, paid time off, membership to the CCBA fitness center.

The CCBA is an Equal Opportunity Employer. Our policy states that there shall be no discrimination on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation. We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone. DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

