

FINANCIAL DIRECTOR Position Description

Summary

The following position description for the Baker County Corrections Management Corporation (“BCCMC”), a non-profit organization established to own and operate the Baker County, Florida corrections facility, recognizes complex program offerings and diverse financing sources, such as county, state and federal funding. There is a heavy emphasis on reporting, requiring the Finance Director (“FD”) to focus narrowly on the finance function. Knowledge and understanding of Office of Management and Budget requirements for nonprofits is critical.

Organization

The mission of BCCMC is the safety and security of county and federal inmates awaiting disposition of criminal charges. The BCCMC houses up to 500 inmates daily and has an asset base of over \$40 million with an annual budget of more than \$13 million.

Position

The Finance Director is responsible for all financial matters of BCCMC and its relationship to the Baker County Sheriff’s Office (“BCSO”). The FD will directly report to and work closely with the Board of BCCMC. In addition, he or she will develop and recommend to the Board, as well as implement, company financial strategies across the organization. The FD will oversee all compliance and recognition for government (county, state and federal) contracts and private grants. He or she must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

The FD will work closely with Senior Management in all aspects of goal setting, evaluation and fiscal analysis, cost control, strategic planning for enhancement of revenues, as well as marketing.

Specific responsibilities include

Finance

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization’s operations and business plans.

Planning, Policy, and Investor Relations

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in corporate policy development as a member of the senior management team.
- Be a member of the finance team of the company to develop short-, medium-, and long-term financial plans and projections.
- Represent the company to financial partners, including USDA, auditors, public officials, and others as required by the Board and Management.

- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

Accounting and Administration

- Oversee all BCCMC accounting services to ensure proper maintenance of all accounting systems and function; supervise BCCMC's finance staff, and coordinate with BSO and County financial management staff.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and BCCMC's board of directors; oversee the preparation and communication of monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.

Qualifications

The FD will be a seasoned and mature leader with at least 5 years of broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. He or she will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources including government (county, state and federal) contracts and an affiliate structure with diverse program areas delivered nationally.

The FD will have the following experience and attributes:

- A minimum of a BS; a CPA and/or MBA are preferred.
- At least three years of experience as FD or equivalent, preferably in a nonprofit organization with a budget of at least \$5 million.
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Deep knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Experience working with information technology staff to manage finance and accounting software packages.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.

Salary range

The salary range is from \$65,000 to \$85,000 depending on qualifications and experience.

Submission requirements

Submit cover letter and resume no later than March 15, 2019 to bccmctreasurer01@gmail.com.