



Camp Twin Lakes

Director of Finance and Administration

Job Description

Title: *Director of Finance and Administration*

Status: Professional - Full Time

Department: *Finance*

Reports to: *Chief Executive Officer*

For nearly 25 years, Camp Twin Lakes (CTL) has provided life-changing camp experiences to thousands of Georgia's children with serious illnesses, disabilities, and other life challenges. Camp Twin Lakes provides week-long summer camps and year-round weekend retreats at three fully-accessible and medically-supportive campsites, day camps, and through hospital-based Camp-To-Go programs. Camp Twin Lakes collaborates with nearly 60 different nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidence and capabilities. For more information, please visit our website at www.camptwinlakes.org

Summary:

The *Director of Finance and Administration* reports directly to the Chief Executive Officer. The Director of Finance and Administration is responsible for directing the financial functions of Camp Twin Lakes and providing oversight of all accounting and financial reporting activities. At Camp Twin Lakes, this position is also responsible for the oversight of the Administrative functions of IT and HR. The Director of Finance and Administration works closely with the Finance, Audit, Human Resources and Investment Committees. The position is a member of the senior management team and participates in the overall management of the organization.

Essential Duties and Responsibilities:

Responsibilities include the following and other duties may be assigned as need.

Accounting and Finance:

- Lead the day-to-day finance operations
- Supervise Accountant
- Establish accounting policies and procedures for all finance related transactions to insure accuracy and completeness
- Establish internal control policies and procedures and monitor the adherence to those policies
- Produce monthly financial reporting package for senior management, Finance Committee and CTL Board
- Analyze the monthly financial statements as compared to budget and prior year to identify areas of concern and bring those concerns to the attention of senior management
- Direct the annual budget process to set realistic financial goals for CTL for the next fiscal year
- Maintain 5-year financial plan tool, incorporating new business lines as needed
- Develop long range capital plan and implement processes to monitor and update
- Implement fixed asset system to account for additions and deletions and calculation of annual depreciation
- Implement and maintain data systems for obtaining metrics needed by finance
- Support other committees and initiatives in the development of business plans
- Manage banking relationships
- Manage accounting related software and resolve any questions that arise
- Review and approve all new AP vendors created by Accountant
- Review and manage all vendor invoices in AP bill pay system (Bill.com)
- Review and approve monthly bank reconciliations prepared by Accountant

- Pay all vendor invoices in AP bill pay system after all required approvals are documented
- Periodically review disbursement reports to verify valid invoices and vendors
- Review all partner invoices for camp sessions prior to mailing to ensure correctness and compliance with the partner contract.
- Review AR aging with the Accountant to monitor collection efforts and highlight any collection concerns
- Prepare all audit schedules as requested by external auditors and issue audited financial statements in conjunction with annual financial statement audit and preparation of Form 990
- Partner with the Board Chairs of Finance, Audit and Investment Committees to prepare materials and facilitate meetings

Administration:

- Oversee the HR function
- Supervise part time HR Generalist
- Establish policies and procedures related to onboarding and off boarding employees and monitor adherence to the policies
- Ensure CTL compliance with applicable employee laws and determine impact to CTL of new requirements
- Direct annual employee performance review process and update evaluation tool as needed
- Work with senior management team to determine annual merit increases for all staff and their consistency with budget
- Work with senior management team and Human Resources Committee when policy or handbook revisions are needed
- Work with senior management team to address any organization-wide employee concerns
- Work with managers when terminations are warranted
- Review bids for annual insurance benefit renewals and determine best CTL option
- Oversee the annual open enrollment process for all CTL employee benefits, including medical, dental, vision, flexible spending accounts, other miscellaneous insurance options
- Work with third party administrator to maintain and administer CTL 403b plan
- Approve bi-weekly payroll by reviewing for correctness, valid employees and funding requirements
- Prepare bi-weekly payroll journal entry
- Periodically review list of closed payrolls in payroll system (ChoicePay) to ensure validity
- Work with the Human Resources Committee on any HR related projects
- Provide leadership and oversight of the IT function including selecting the appropriate IT provider and serving as the primary liaison between CTL and the IT provider
- Oversee the development and maintenance of IT inventory and replacement schedule.
- Monitor and approve computer/technology purchases
- Other projects as part of the senior management team as they arise

General Requirements:

- BS in Accounting. Minimum with 7-10 years experience
- CPA and/or MBA with not-for-profit experience preferred
- A team player that routinely shares information and works collaboratively with other staff and with the CTL Board and Committees
- Strong interpersonal skills
- Excellent communications skills
- Demonstrates high integrity and personal productivity as an example to other staff
- Proven experience, knowledge and proficiency in managing the financial function
- Experience developing and updating policies and procedures related to both accounting and HR
- Experience with accounting and payroll software